



udutu

USER MANUAL

| | |
|---|----|
| Getting Started..... | 5 |
| Workspace Tab..... | 6 |
| How To Add A Course To Your Account..... | 7 |
| A Word About Instructional Design | 8 |
| Course Authoring Page | 10 |
| Adding Home and Resource Navigation buttons..... | 11 |
| Course outline | 12 |
| Working With Folders | 13 |
| Adding a folder/group..... | 13 |
| Re-naming a folder/screen | 14 |
| Deleting a folder/screen | 15 |
| Working With Screens | 15 |
| Screen Authoring Page Overview | 16 |
| Basic screen types..... | 17 |
| Choosing A Different Screen Layout | 18 |
| Adding text to a screen | 19 |
| HTML Editor | 21 |
| Preview Mode | 22 |
| Adding an image, movie or animation from your computer..... | 23 |
| Adding media from the library..... | 24 |
| Accepted Media File Formats | 25 |
| Images Formats..... | 25 |
| Animations | 25 |
| Movies..... | 25 |
| Adding a YouTube link to a screen..... | 26 |
| Embedding a YouTube video into a screen..... | 27 |
| Adding Audio to a screen | 28 |
| Adding Jump To's | 29 |

| | |
|---|----|
| Assessment screen types | 30 |
| Multiple Choice - Set up..... | 32 |
| Label Images - Set up | 33 |
| Order Steps - Set up | 34 |
| Phrase Matching - Set up | 35 |
| What's Wrong - Set up | 36 |
| Look Screen (Matching images to a sound) - Set up..... | 37 |
| Hear Screen (Matching sounds to an image)- Set up | 38 |
| Talk Screen (Match your own recording to a sound)- Set up | 39 |
| Order the Images (Images and labels will be scrambled) - Set up | 40 |
| Advanced screen types | 41 |
| Slideshow Screen - Set up | 42 |
| Image Rollover Screen - Set up | 43 |
| Target Rollover Screen - Set up..... | 44 |
| Animated List Screen - Set up | 45 |
| Scenarios | 46 |
| Adding a Scenario | 47 |
| Modifying a Scenario Template | 48 |
| iPad compatible screens | 50 |
| Importing PowerPoint..... | 51 |
| Adding A Glossary | 52 |
| Managing The Library | 53 |
| Saving media and text from your course to the Library | 53 |
| Saving a screen, a folder or an entire course to your library | 54 |
| Adding a screen, folder, scenario or PowerPoint from the library to your course | 54 |
| The Library Tab..... | 55 |
| The Distribute Tab..... | 55 |
| Course Distribution Options: | 56 |
| Publishing a link to a watermarked course..... | 57 |
| Publishing a link to a live course | 57 |
| Publishing to Facebook | 58 |

| | |
|--|----|
| Adding a course to UduTeach | 58 |
| Accessing Courses through UduLearn | 61 |
| Importing A Course | 62 |
| The Administration Tab..... | 63 |
| Membership..... | 63 |
| Theme builder | 64 |
| Section 508 Accessibility | 67 |
| Account | 68 |
| User Administration | 68 |
| Authoring History..... | 69 |
| Recovering orphans (lost screens)..... | 69 |

Getting Started

Start by setting up your free account:

- 1) Go to www.myUdutu.com.
- 2) Click on "Click here to sign up to use myUdutu for free" and complete the registration form.
- 3) Click on the link provided in the confirmation email to validate your account. Now you are ready to log in and begin!

HELLO
my name is

myUdutu

Collaborative Course Authoring, made easy!

Already registered?

email address* *

password

language English

Log In


[Forgot your password?](#)

click here to sign up to use myUdutu for FREE

Learn more about our Udutu Guru memberships!

myUdutu requirements:

- internet explorer 5+ / firefox 1+
- macromedia flash player 8+
- minimum screen resolution: 1024 x 768

 **Tip:** Your validation email should arrive in your inbox shortly after you register. If it does not, check your junk mail folder.

If you forget your password, click the "Forgot your password?" link.

Workspace Tab

When you log in, the Workspace page is displayed.

The screenshot shows the myUdutu Workspace Tab interface. At the top, there is a navigation bar with three tabs: "Workspace" (blue), "Library" (green), and "Administration" (orange). Below the navigation bar, the main content area is divided into three sections, each with a callout box explaining its function.

OPTION A: start a new course

This section is highlighted by a blue box. It contains a text input field labeled "Your course name" and a button labeled "create new course". A callout box points to this section, stating: "Option 'A' is where you create a new course."

OPTION B: select an existing course

This section is highlighted by a blue box. It contains a list of existing courses, with the first one being "Getting Started with MyUdutu". Below the course name are five buttons: "author", "preview", "distribute", "delete", and "copy". A callout box points to this section, stating: "Option 'B' is where your existing courses are listed."

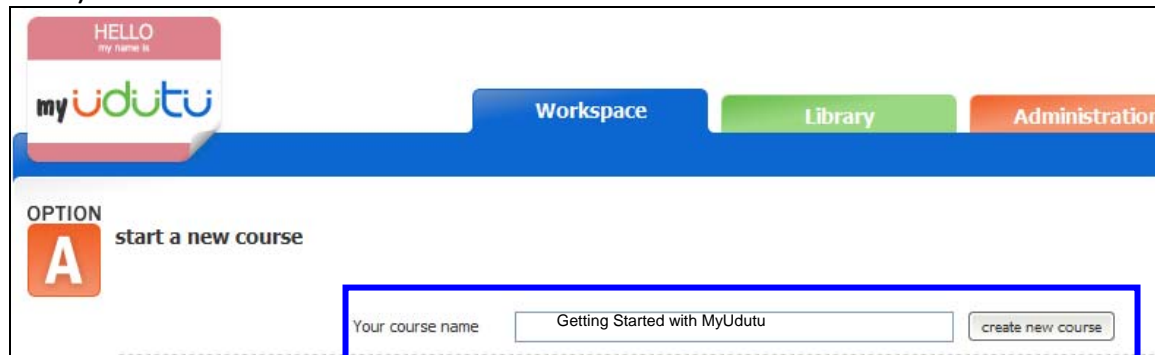
OPTION C: import an extracted course or restore an archived course

This section is highlighted by a blue box. It contains a text input field and a button labeled "import course". A callout box points to this section, stating: "Option 'C' is where you import a course."

Tip: You can only import archived or previously extracted Udutu courses.

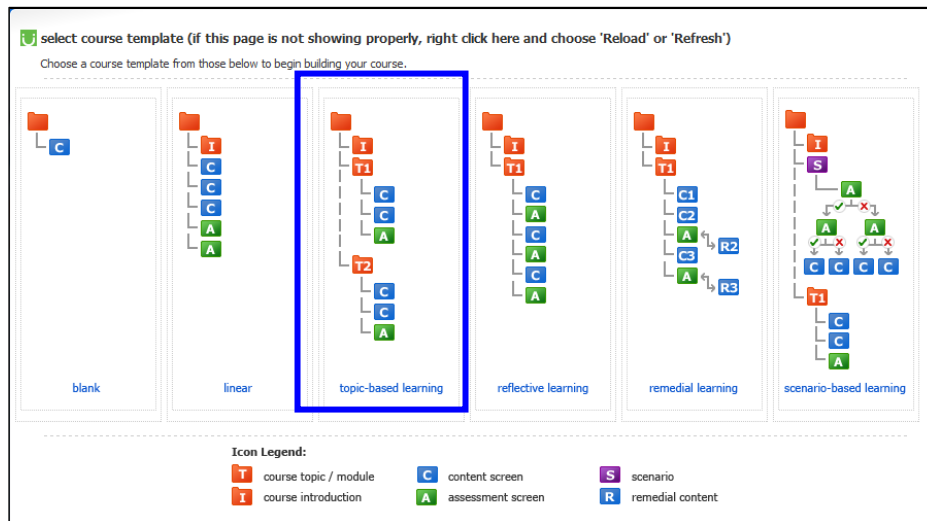
How To Add A Course To Your Account

- 1) Enter a title for your course.
- 2) Click on the "create new course" button.




The screenshot shows the 'start a new course' interface. At the top, there's a 'HELLO my name is' banner with the 'myudutu' logo. Below this are three tabs: 'Workspace' (active), 'Library', and 'Administration'. Under the 'Workspace' tab, there's a section titled 'OPTION A start a new course'. A text input field labeled 'Your course name' contains the text 'Getting Started with MyUdutu'. To the right of the input field is a button labeled 'create new course'.

- 3) Select a course template by clicking on the appropriate image.



The screenshot shows the 'select course template' page. At the top, there's a green checkmark icon and the text 'select course template (if this page is not showing properly, right click here and choose 'Reload' or 'Refresh')'. Below this is the instruction 'Choose a course template from those below to begin building your course.' There are six templates displayed in a row: 'blank', 'linear', 'topic-based learning', 'reflective learning', 'remedial learning', and 'scenario-based learning'. The 'topic-based learning' template is highlighted with a blue border. Below the templates is an 'Icon Legend' with the following items: 'T' for 'course topic / module', 'I' for 'course introduction', 'C' for 'content screen', 'A' for 'assessment screen', 'S' for 'scenario', and 'R' for 'remedial content'.

 **Tip:** The **topic-based learning** template is the most commonly used template.

All course templates are pre-populated with screens and text prompts to help you get started. Screens may be added, deleted or re-ordered in every template type. If you would prefer to "start from scratch", choose the blank template.


A Word About Instructional Design

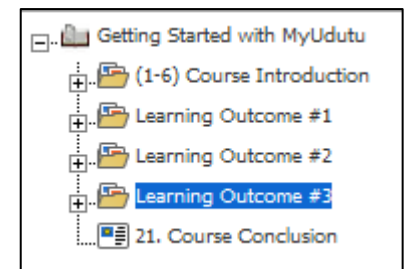
One of the biggest challenges when designing a course is determining what content to include. If you are working with a subject matter expert, this can be even more challenging as he/she will usually insist that all of his/her content is vital information and should be included in the course!

The process that our Instructional Designers use is to work from back to front. What this means is before we even begin to add content to a course we start by answering the following 3 big questions:

1) What are the learning outcomes for this course?

Learning outcomes identify what the learner should know or be able to do by the end of the course. Clear, measurable objectives will help you to determine what information is relevant to the course and what is "nice to know" information.


 **Tip:** Create a folder in your course outline for every learning outcome.

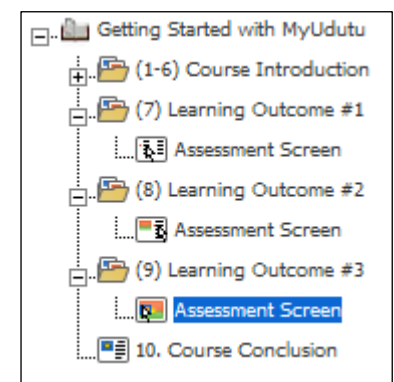


2) What assessments will verify that the learning outcomes have been met?

Imagine the best way to prove that the learner knows, understands, or can perform a specified task. Build assessments that relate back directly to a learning objective. If you can't identify a good way to assess a learning outcome, perhaps you need to rethink the objective.


One of the biggest advantages of online learning is providing the learner with the opportunity to fail and try again in private. So go ahead and develop challenging assessments! Just be sure to provide feedback and remedial exercises that allow your learners to keep trying until they achieve 100%.


 **Tip:** In each folder you created, add an assessment screen. It doesn't matter which type of assessment screen you choose at this point as they are merely placeholders that you can edit or delete later if you choose.

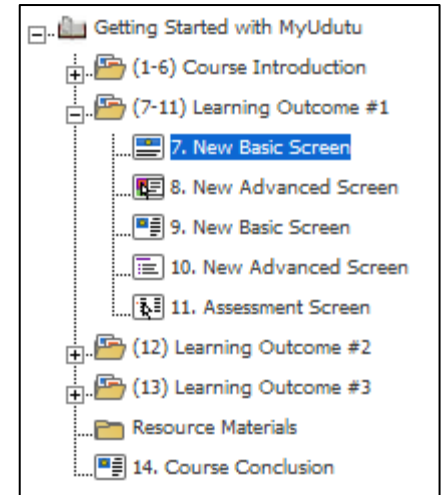


3) What content is required to successfully complete the course?

Determining what content is required and what content is "nice to know" is much easier once you know the course objectives and what you will be assessing the learner on.

 **Tip:** Now you can add screens to each folder for content. Remember you can easily change or move anything later, but this helps to get the "storyboard" or structure for your course organized.

 **Bonus Tip:** Content that is considered to be "nice to know" can still be added to a course as a resource. This means the learner has the option to review this information if he/she chooses to do so, but it is not an integral part of his/her learning. Create a folder in your course outline for "Resource Material". Add screens to this folder as placeholders for that "nice to know" content.



Course Authoring Page

The "add" section allows you to add a variety of different screen types to your course.

By default, the course will publish in SCORM 2004 format.

The course outline, or "wireframe" appears on the left-hand side of the screen.

All of the information pertaining to the highlighted screen in your wireframe appears in the "edit course" section on the right-hand side of the screen.

The screenshot shows the MyUdutu Course Authoring Page. At the top, there's a header with "HELLO my name is" and the MyUdutu logo. Below this is a navigation bar with "Workspace", "Library", and "Administration" tabs. A secondary bar shows "1 create", "2 author", and "3 distribute" steps. The main area is divided into two sections: "A add" and "B personalize your course". The "A add" section includes buttons for "basic screen", "assessment screen", "advanced screen", "group", "add scenario", "import powerpoint", and "edit glossary". The "B personalize your course" section contains fields for "course name", "passing score %", "theme", "course map type", and "description". It also has "SCORM extraction options" with radio buttons for "SCORM 2004" (selected) and "SCORM 1.2". There are checkboxes for "share this container in your library as a group" and "Make all groups on the first level of this course into separate SCOs". A "links to:" section shows a "Home" link. A "Resources" section has a "select screen" button. A "design document (optional):" section has an "add" button. A "save" button is at the bottom. On the left, a "course outline" or "wireframe" is shown, listing sections like "1. Template Introduction", "(2-3) Course Introduction", "(4-10) Topic 1", "(11-17) Topic 2", "(18) Topic 3", and "19. Course Conclusion".

Adding Home and Resource Navigation buttons

The "Home" and "Resources" buttons will only appear in the navigation bar (for the learner) if they have been defined.

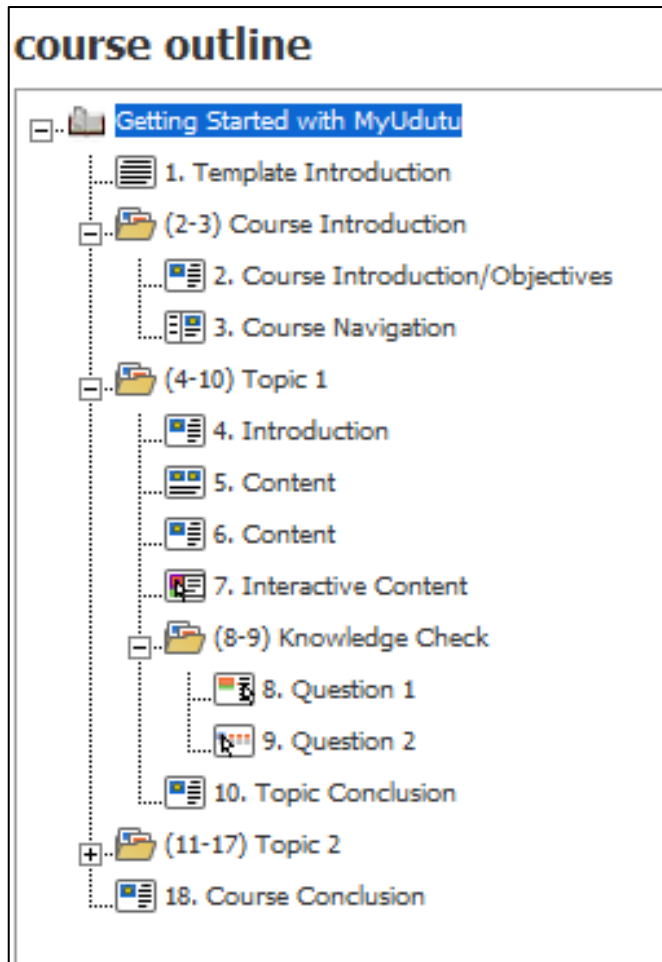
The screenshot shows the myUdutu web application interface. On the left, a 'course outline' is visible, listing various course components. A callout box points to the 'Getting Started with MyUdutu' folder, stating: 'Highlight the course folder in the course outline.' In the center, a 'link to screen' dialog box is open, showing a tree view of course screens. The 'Template Introduction' screen is highlighted. A callout box points to the 'select screen' button in the dialog, stating: 'Click "Select Screen" and highlight the appropriate screen in the "link to screen" window to designate it as the "Home" or "Resource" screen.' The background shows the main course editor with tabs for 'author' and 'distribute', a description field containing 'Topic-based Learning', and SCORM extraction options.

Highlight the course folder in the course outline.

Click "Select Screen" and highlight the appropriate screen in the "link to screen" window to designate it as the "Home" or "Resource" screen.

Course outline

The course outline displays the structure or "wireframe" of your course. This allows you to see the order of topics or flow of your course.



- The small icons tell you what kind of screen each one is.
- You can expand a folder by clicking on the + to the left of the folder.
- You can re-arrange screens or folders by clicking on them to highlight the appropriate screen/folder and then clicking and dragging the screen/folder to where you want it in the outline.

Working With Folders

Adding a folder/group


The screenshot shows the 'edit group' interface in MyUdutu. At the top, a toolbar contains icons for 'add', 'basic screen', 'assessment screen', 'advanced screen', 'group' (highlighted with a blue box), 'add scenario', 'import powerpoint', and 'edit glossary'. A callout points to the 'group' icon, stating: 'Click on the "group" icon on the top of the screen.'

On the left, the 'course outline' shows a tree structure with folders like 'Getting Started with MyUdutu', '1. Template Introduction', '(2-3) Course Introduction', '(4-10) Topic 1', '(11-17) Topic 2', '18. Course Conclusion', and 'New Group'.

The main area is titled 'edit group' and 'Getting Started with MyUdutu > New Group'. It features a 'preview' button and a section 'B personalize your group'. The 'group name' field contains 'Topic 3'. A callout points to this field, stating: 'Enter in a name for your new folder/group. ("Group" is a generic term you can change to "Topic", "Module" or "Chapter", etc.)'.

Below the name field is a 'with' label and a description field. A callout points to this field, stating: 'Enter in a description for this folder/group. (This will make it easier to identify the folder when searching through the library.)'.

At the bottom right, there is a 'save' button. A callout points to it, stating: 'Click "Save".'

 **Tip:** Hovering your mouse on the green arrow on the left-hand side of the group allows you to add a pre-existing folder from your library into your course. Refer to: [The Library Tab](#) for more information.

Re-naming a folder/screen

The screenshot shows the 'edit basic screen' interface in MyUdutu. On the left is a 'course outline' tree with items like 'Getting Started with MyUdutu', '1. Template Introduction', '(2-3) Course Introduction', '2. Course Introduction/Objectives', '3. Course Navigation', '(4-10) Topic 1', '4. Introduction', '5. Content', '6. Content' (highlighted), '7. Interactive Content', '(8-9) Knowledge Check', '10. Topic Conclusion', '(11-17) Topic 2', and '18. Course Conclusion'. The main area is titled 'edit basic screen' and shows the breadcrumb 'Getting Started with MyUdutu > (4-10) Topic 1 > 6. Content'. A 'delete' button is in the top right. Below the breadcrumb is a row of wireframe icons; the first one is highlighted with a green border. A callout box points to this icon with the text: 'Click on the appropriate screen or folder in with wireframe.' Below the wireframes is a section 'personalize your basic screen' with a 'screen name' input field containing 'how to re-label a screen in MyUdutu'. A callout box points to this field with the text: 'Type in a new name for the screen/folder.' Below the input field are three checkboxes: 'if user visits this screen, the group it is in will be 'completed'', 'share this screen in your library', and 'scored' (selected) / 'self assessment' (unselected). To the right is a 'description' text area and 'image/text locations options' with a small icon and a callout box pointing to a 'save' button with the text: 'Click "Save".' At the bottom left is an 'add content' button.

course outline

edit basic screen

Getting Started with MyUdutu > (4-10) Topic 1 > 6. Content

delete

Click on the appropriate screen or folder in with wireframe.

Type in a new name for the screen/folder.

personalize your basic screen

screen name: how to re-label a screen in MyUdutu

description

if user visits this screen, the group it is in will be 'completed'

share this screen in your library

scored self assessment

image/text locations options

save

Click "Save".

add content

Deleting a folder/screen

Highlight the appropriate folder or screen by clicking on it.

Click the "delete" button.

The page at www.myudutu.com says:
Please type the word 'DELETE' (in upper-case) to confirm that you really want to delete this item:
[input field]
OK Cancel

In the new window that appears, type in the word "DELETE" (upper-case). Then click "OK".

Tip: If you want to save time deleting multiple screens, drag them into a folder and then delete the folder.

Working With Screens

Click on one of the 3 screen types on the top of the page to add a screen to your course.

Tip: Hovering your mouse on the green arrow on the left-hand side of a screen allows you to add a pre-existing screen from your library into your course.

For more information about this feature, refer to the [Library](#) section of the manual.

Screen Authoring Page Overview

The screenshot shows the 'edit basic screen' interface. On the left is a 'course outline' sidebar with a tree view of course sections. The main area is divided into sections: 'B choose a basic screen layout' with a row of icons; 'C personalize your basic screen' with a 'screen name' field and checkboxes for 'share this screen in your library' and 'scored'; and 'D add content' with a large blue area labeled 'waiting for content'. A 'media location' box with 'add' and 'library' buttons is positioned over the 'waiting for content' area. A 'save' button is located below the 'share this screen in your library' checkbox. Callout boxes provide descriptions for the 'preview' button, the 'share this screen in your library' checkbox, the 'save' button, the 'media location' box, and the 'waiting for content' area.

Preview: Allows you to view your screen or course exactly as a learner will see it.

Share this screen in your library: Allows you to re-use this screen in this course, or other courses.

Save: Saves any changes or edits made on the screen.

Media location: Where you add or replace images, movies, animations etc. associated with this screen.

Waiting for content: Where you add or edit text, or other HTML objects for this screen.

Basic screen types



Basic Screens: A 'Basic' screen has an area for media (represented by the yellow star on the blue background) and a separate area for text.




More Info: Links to more information can be set up on the left-hand side of the screen, which open up on the right-hand side of the screen.



Jump Screens: Some basic screens also include the option to add buttons to "jump" the learner to another screen in the course based upon the choices the learner makes, or the learner's response.



PDF: This screen type allows you to upload a PDF or Microsoft Office document directly into your course.

 **Tip:** If you have a large PDF it is better to use the "link to document" feature of the text editor.




Image/Text location options: To reverse the media and text positions in the screen layout, click the "Image/Text location" thumbnail. This will invert, either left-right or top-bottom placement of the objects on your screen.

Choosing A Different Screen Layout

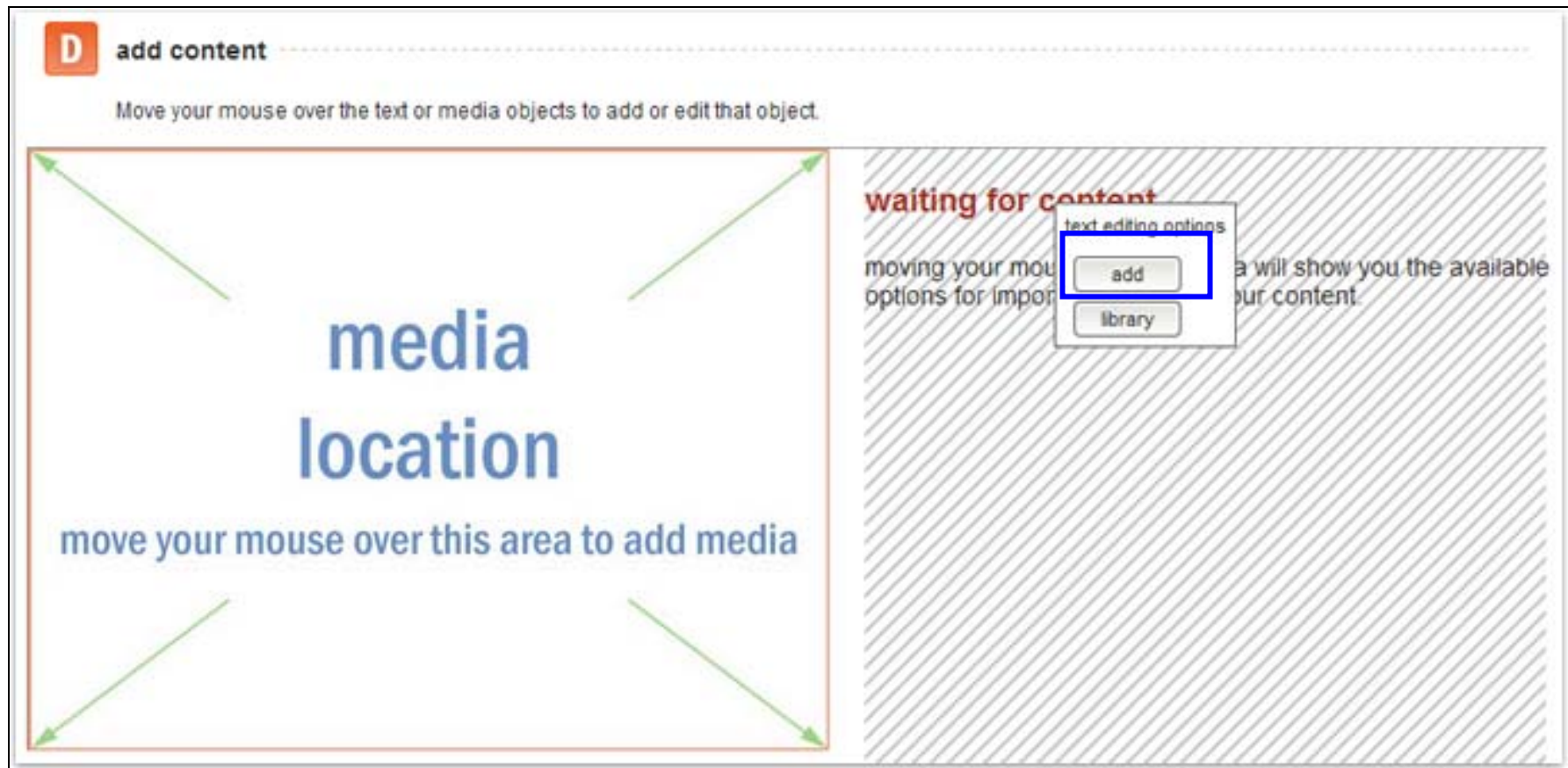
The screen layout that is currently being used is always highlighted with a green border. To switch to a different layout, simply click on the appropriate image thumbnail. The text and images in the existing screen will auto-populate in the new screen layout.

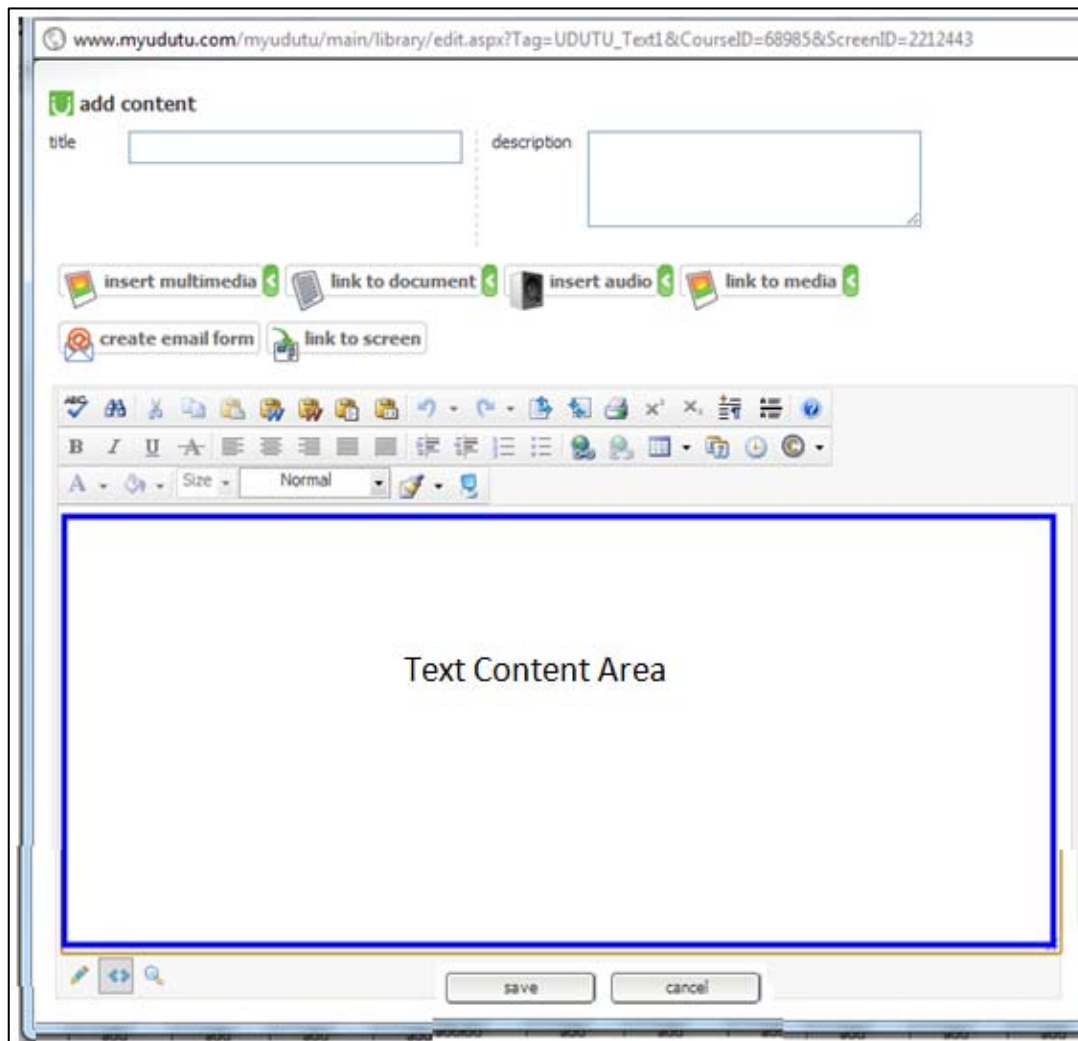
The screenshot displays the MyUdutu interface for editing a basic screen. At the top, a navigation bar includes buttons for 'add', 'basic screen', 'assessment screen', 'advanced screen', 'group', 'add scenario', 'import powerpoint', and 'edit glossary'. The main area is divided into two sections: 'course outline' on the left and 'edit basic screen' on the right. The 'course outline' shows a tree structure with 'Getting Started with MyUdutu' at the top, followed by '1. Template Introduction', '(2-3) Course Introduction', '(4-10) Topic 1', '(11-17) Topic 2', '(18) Topic 3', and '19. Course Conclusion'. The '18. New Basic Screen' is highlighted. The 'edit basic screen' section has a 'preview' button and a breadcrumb trail: 'Getting Started with MyUdutu > (18) Topic 3 > 18. New Basic Screen'. Below this, section 'B' is titled 'choose a basic screen layout' and shows a row of ten thumbnails. The first thumbnail, which has a star icon and a green border, is selected. Section 'C' is titled 'personalize your basic screen' and contains a 'screen name' field with the text 'New Basic Screen', a 'description' field, and a checkbox labeled 'if user visits this screen, the group it is in will be 'completed''.

 **Tip:** When changing an image, If you “add” a new image rather an “edit” a screen, the original image gets carried around in the course, even though it doesn’t display.

Adding text to a screen

- 1) Hover your mouse over the content section of the authoring page.
- 2) Click "Add" to add new content. If text already exists in the content area, click "edit" to proceed.





- 1) Add/edit your content (text).
- 2) Save your changes.

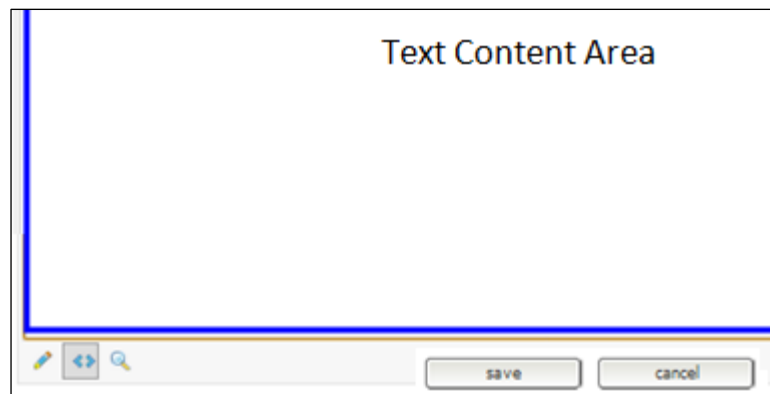
- **Title:** Enter/edit a title for the page.
- **Description:** Enter/edit a description of your content.
- **Insert Multimedia:** Used to insert animations or videos into the content area of the screen.
- **Link to document:** Used to create a link on the screen to a document.
- **Insert audio:** Used to insert an audio clip in the screen.
- **Link to media:** Used to insert images in the screen.
- **Create email form:** Used to create a form the learner can fill out on the screen and submit via email.
- **Link to screen:** Used to create a link on this page to "jump" the learner to another screen in the course. This is a very powerful feature that can be used to create branching within your course.

- **Formatting options:** Format your text using the options available above the text content area.

 **Tip:** The default setting is to open a link in a new window. To change this, edit the "set link properties".

HTML Editor

- 1) Click the "< >" symbol at the bottom of the text editor screen to switch the window to HTML. (Optional)
- 2) Click on "save" to save your content in the authoring page.




Tip: If you are copying and pasting text into your course from Microsoft Word, PowerPoint etc, you really need to remove all associated formatting and allow the stylesheet to determine the font, etc. Use the stripper tools in the WYSIWYG interface. Be sure to remove any pasted "DIV" tags. You can also copy and paste the text into notepad first and then paste it into the text editor.

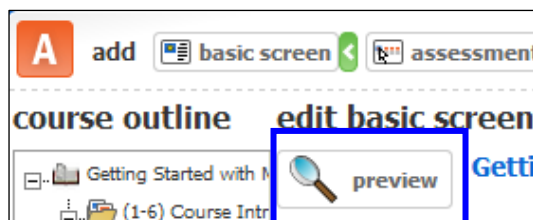
Tip: HTML mode can also be used to embed YouTube links or to further customize your content. Just copy the URL or better yet, the "embed code" from YouTube and paste it in the editor. While in HTML mode you can also adjust the display dimensions of the video or image.

Tip: Before editing fonts or styles directly in the editor, consider establishing a "theme" in the theme editor that will apply to the entire course. Paste unformatted text into the editor and let the "Theme" (CSS stylesheet) determine how it will look. For more information, refer to [Theme Builder/ Text Styles](#).

Preview Mode

Preview Mode allows you to view your screen or course as a learner will see it.

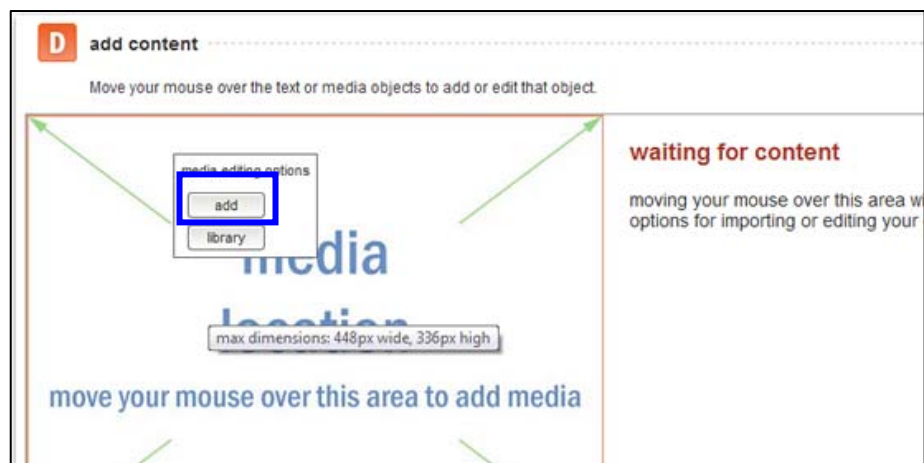
 **Tip:** If changes you've made to a screen do not appear in Preview mode:



- Ensure you've saved your changes to the screen before previewing your course.
- Close the preview window and re-open one by pressing the preview button again or simply refresh the preview that is open. (Press the refresh button in the navigation bar or F5 on your keyboard.)
- Clear your browser's "cache"



Adding an image, movie or animation from your computer



- 1) Hover your mouse over the media location section of the authoring page. The “media editing options” will appear. Click “Add”.

Tip: The maximum dimensions for the media will display when you hover over the media content area. Your image will automatically be optimized for web delivery, no matter what it's original size. If it is a screenshot, try to use the .JPG format, and it will be automatically anti-aliased to keep it clear and readable. Movies will be automatically resized and

compressed to a streaming format once they have uploaded.

A screenshot of the 'add content' form. The form has a title 'add content'. Below the title, there are two input fields: 'title' and 'description'. The 'title' field is a single-line text box, and the 'description' field is a multi-line text box. Below these fields, there is a checkbox labeled 'Autoplay Video (if applicable)' which is checked. Below the checkbox, there is a text label 'Select File to Upload:'. Below this label, there is a 'Choose File' button and the text 'No file chosen'. At the bottom of the form, there are two buttons: 'save' and 'cancel'.

- 2) Enter a title and description for the media. The description you add will be used by screen readers, if you have blind users, and will serve as metatags to help you find content in the library.
- 3) Click "Choose file" to browse your computer for the media.
- 4) Click "Save" to add the image/video/animation to the course authoring screen.

Tip: You have the option of selecting if a video will automatically play when the learner visits the screen or if the learner will control when the video plays.

Adding media from the library

- 1) Hover your mouse over the media location section of the authoring page. The “media editing options” will appear. Click “Library” to bring up your content library.



- 2) Then select the appropriate media from your library.

You can choose to filter your search to images only, flash only, or video only.

You can also perform a search by using metatags.

Accepted Media File Formats

Images Formats


- Images can be uploaded as .jpg, .png, .gif, or .bmp (bitmap).
- Images are automatically converted to .jpgs with a maximum size of 800x600. If the image is smaller than that it will not be converted. It is preferable to upload an image that is too large rather than one that is too small.
- Templates will adjust to the aspect ratio except in some of the older Flash 7 interactive templates, where the picture should be uploaded in a 4:3 ratio; or it may appear to be distorted.

Animations

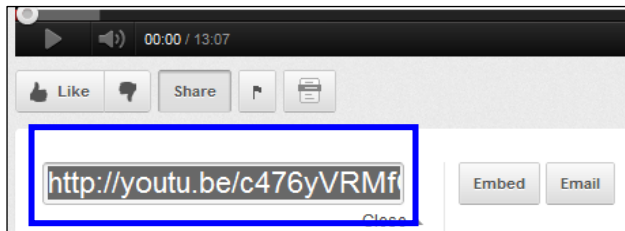
- Should be in the Flash (.swf) format.
- If your Flash movie contains multiple files, you can ZIP them all up (preserving the directory structure) and upload the .zip file. You will then be directed to choose the 'main' .swf or .html file that loads your complex .swf.

Movies

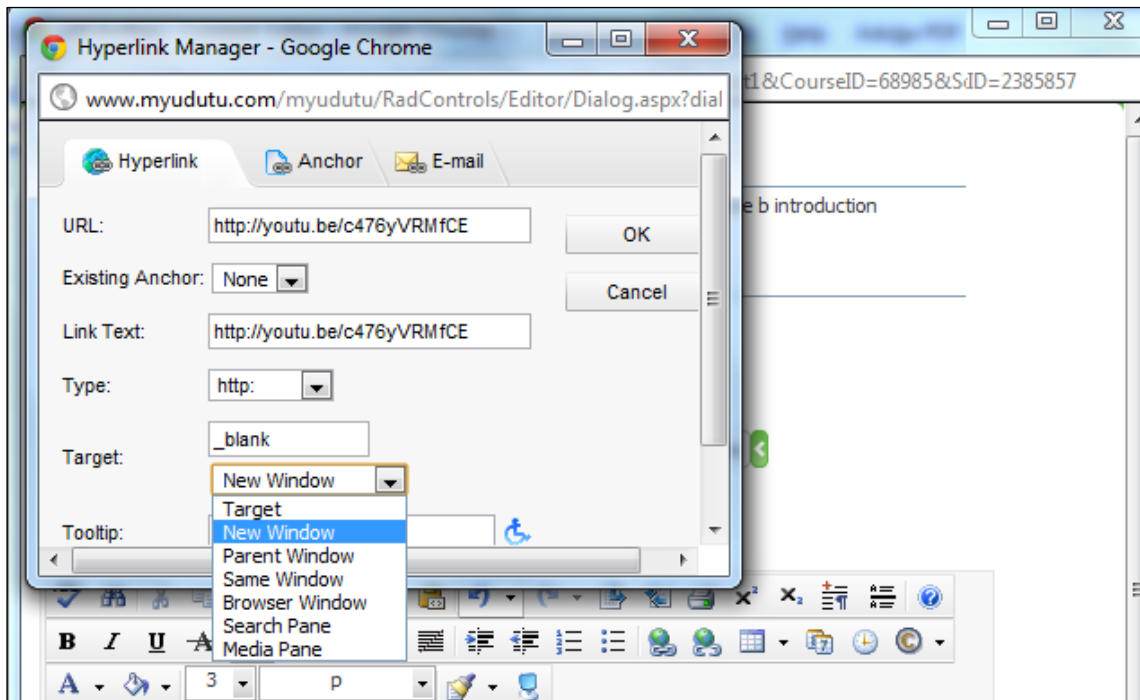
- Can be uploaded in .mov, .avi, .mpg, .wmv, or .flv format.
- Any uploaded movies will be converted to .flv and optimized for the web.
- If you upload a .flv movie, it will not be altered or optimized, and will go into your library 'as is' (for those who prefer more control over the quality and performance of their video).
- You can also load a third party movie and player using "embed code" that you paste into the HTML editor in a text space.

 **Tip:** Videos tend to be large files and therefore time consuming to upload. You may find it quicker to upload video that you've already compressed and converted to flv.

Adding a YouTube link to a screen

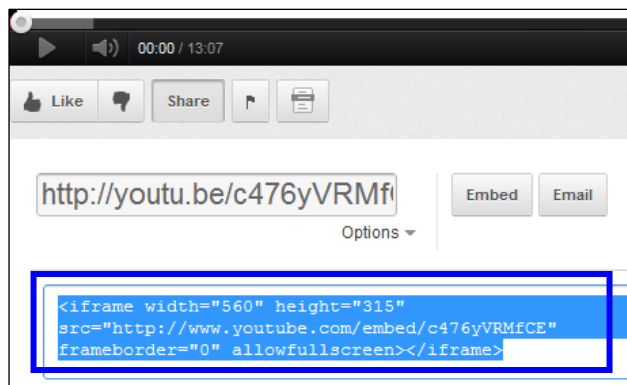


1. In YouTube, click the "Share" button located directly under the video player.
2. Then copy the video link.

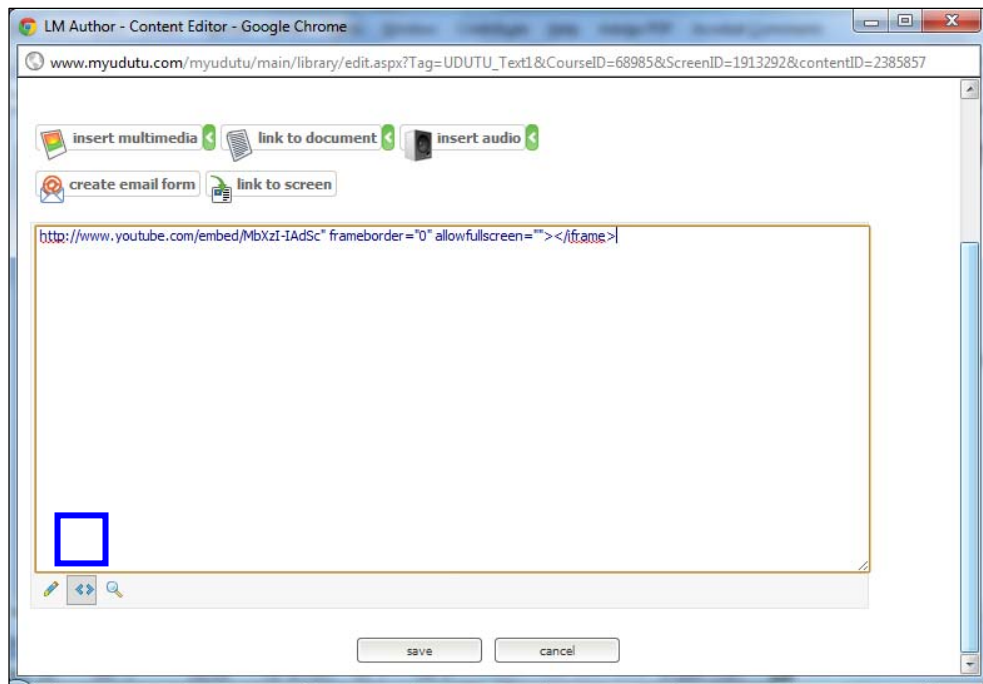


3. In the text editor screen, click the Hyperlink Manager icon.
4. In the new window, paste the video link into the URL field.
5. Set the link to open in a new window.
6. Click "OK" to save your changes.


Embedding a YouTube video into a screen



1. In YouTube, click the "Share" button located directly under the video player.
2. Then click the "Embed" button.
3. Copy the embedded code.

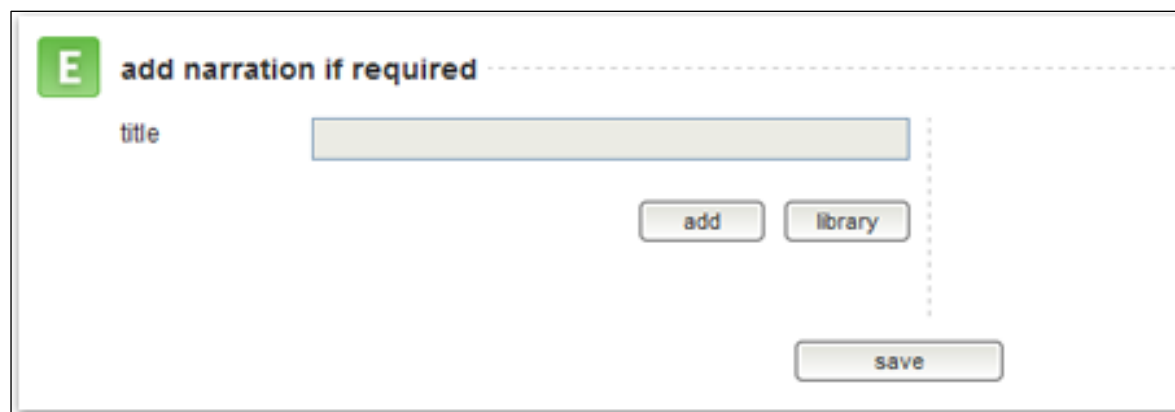


4. Change the text editor window to HTML mode (<>).
5. Then paste the code directly into the screen.


 **Tip:** HTML mode can also be used to adjust the display dimensions of the video or image.

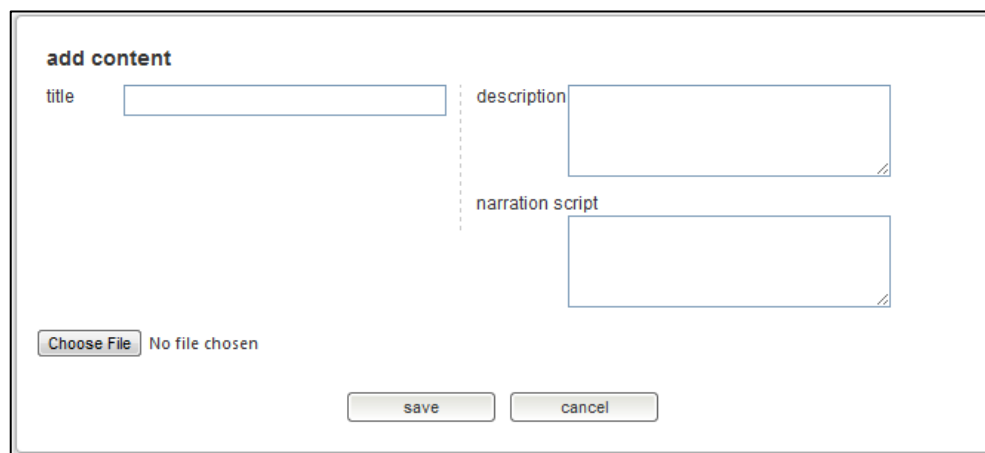
Adding Audio to a screen

- 1) Add a title for your narration
- 2) Click "Add" or "Library" to upload an audio clip from your computer; or select content from your library.



The dialog box has a green square icon with a white 'E' in the top left corner. The title 'add narration if required' is followed by a dashed line. Below the title is a text input field labeled 'title'. To the right of the input field are two buttons: 'add' and 'library'. Below these buttons is a 'save' button.

 **Tip:** The ideal format is mp3. Wave files are automatically converted to mp3 to optimize them for web broadcasting.



The dialog box is titled 'add content'. It contains three text input fields: 'title', 'description', and 'narration script'. The 'description' and 'narration script' fields have a small diagonal icon in the bottom right corner. Below the input fields is a 'Choose File' button and the text 'No file chosen'. At the bottom are 'save' and 'cancel' buttons.

- 1) Fill out the title, description and (optional) narration script.
- 2) Click "Choose File" to browse your computer for the audio file.
- 3) Then click "save".

Adding Jump To's

The screenshot shows the 'myUdutu - jump to' interface in a Google Chrome browser. The URL is www.myudutu.com/myudutu/main/workspace/JumpToEdit.aspx?FromScreenID=2220592&RootModuleID=37765. The interface includes a 'jump to' section with a 'jump text' input field and a 'Would you like to jump the learner to a new screen?' section with two buttons: 'new assessment screen' and 'new basic screen'. A 'save' button is located below the 'new basic screen' button. To the right, there is a tree view titled 'Or jump them to an existing screen in your course?' showing a hierarchy of course content. The 'New Basic Screen' item is highlighted. Below the tree view, there is a 'waiting for content' area with a green arrow pointing to it and a text box that says 'moving your mouse over this area will show you the available options: importing or editing your content.' At the bottom right, there is a 'jump editing options' section with an 'edit' button. The interface also features a sidebar on the right with 'Option' labels and a bottom navigation bar.

myUdutu - jump to - Google Chrome

www.myudutu.com/myudutu/main/workspace/JumpToEdit.aspx?FromScreenID=2220592&RootModuleID=37765

jump to

jump text

Would you like to jump the learner to a new screen?

new assessment screen

new basic screen

save

Or jump them to an existing screen in your course?

- Getting Started with MyUdutu
 - Course Introduction
 - Learning Outcome #1
 - Learning Outcome #2
 - Learning Outcome #3
 - Resource Materials
 - Course Conclusion
 - New Basic Screen
 - New Assessment Screen

waiting for content

moving your mouse over this area will show you the available options: importing or editing your content.

media

jump editing options

edit

Option

Option

Option


The text entered in this field will become the label for this "Jump To" button.

This is the screen that the "Jump To" button will move the learner to.

Hover your mouse over one of the 4 option areas and click "edit" to create a "Jump To" button for this screen. (Buttons only appear once you've edited them.)

Assessment screen types

Most assessments can be published in Flash or iPad compatible HTML5. You can create Flash assessments and just re-publish an HTML5 version without re-creating anything.

 **Tip:** HTML5 assessments will only work in browsers that support HTML5. Currently only Chrome and Safari support HTML5.



Multiple Choice w/ 1 Image: User has up to 6 options to choose from. iPad compatible. Accessible by 508 Standards.



Multiple Choice: User has up to 8 options to choose from. iPad compatible. Accessible by 508 Standards.



Label 4 Images: User matches the label to the appropriate image. iPad compatible.




Label 8 Images: User matches the label to the appropriate image. iPad compatible. Accessible by 508 Standards.



Multiple Choice w/ Images: User selects the correct image. iPad compatible. Accessible by 508 Standards.



Order the Steps: User puts the steps in order. iPad compatible. Accessible by 508 Standards.

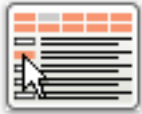
 **Tip:** On iPads, the drag 'n drop templates become touch 'n drop.



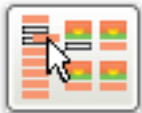
Prepare the Workspace: User drags and drops the correct images from one side of the screen to the other.



What's Wrong with this Picture: User clicks on the grid area of the picture that is "wrong". This template is for users who cannot support Flash version 8 or later.



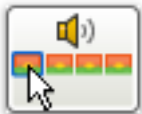
Phrase Matching: User matches the term to the provided definition. iPad compatible. Accessible by 508 Standards.



Order the Images: User puts the images in the correct order. iPad compatible. Accessible by 508 Standards.



What's wrong: User must pick the specific portion(s) of the image that is incorrect. iPad compatible.



Look: User must read a phrase, hear the audio and pick the image it matches to. iPad compatible. Accessible by 508 Standards.



Hear: User must pick the audio that matches the image. iPad compatible. Accessible by 508 Standards.



Read: User sees an image, hears the audio then must pick the correct phrase. iPad compatible. Accessible by 508 Standards.



Talk: User sees an image, hears a phrase and then tries to successfully repeat the phrase. iPad compatible. Accessible by 508 Standards.

Multiple Choice - Set up

C personalize your assessment screen

screen name:

description:

☐ share this screen in your library

☒ self assessment
☐ scored (one attempt only)

☒ Flash 8 compatible version
☐ iPad compatible version

D add content

instructions:

selected graphic:

image location:

check mark next to each correct answer: ☐

E add feedback for your students

correct:

correct audio feedback:

go to:

select screen

Self assessment: Learner has multiple chances to answer the question.
Scored: Learner has one attempt to answer the question. Scored assessment will be tracked in an LMS by SCORM.

iPad compatible version: For assessments that are to be viewed on iPad.

Text placed here will appear on the screen for the learner

A checkmark is placed next to each correct answer.

Text placed here will appear as feedback for a correctly answered question.

Select screen: Used to "jump" a learner who answers correctly to another screen in the course. Perfect for remedial learning or scenario branching.

Tip: Always add feedback for partially correct answers as well as correct/incorrect, to allow for students who try to cover all their options. Treat feedback as a learning opportunity, not just reinforcement.

Label Images - Set up

D add content

instructions

distractors

distractor 1

distractor 2

distractor 3

distractor 4

This area can be used to add additional labels for the images, or distractors.

graphic 1

image location

add

library

graphic 2

image location

add

library

graphic 3

image location

add

library

graphic 4

image location

add

library

Image is uploaded here.

Correct label/answer is added directly below the applicable image.

E add feedback for your students

correct

go to:

Text placed here will appear as feedback for a correctly answered question.

Order Steps - Set up

D **add content**

instructions

Add the question or instructions here.

Order the Steps from 1 to 8

1

2

3

4

5

6

7

8

Place the steps in the proper order.
(These will appear in a random order
for the learner.)

E **add feedback for your students**

correct

correct answer

Text placed here will appear as
feedback for a correctly answered
question. Try to make all feedback
into a learning opportunity.

go to:

select screen

Select screen: Used to "jump" a learner who answers correctly to another screen in the course.

Be sure to use this powerful feature to increase interactivity with remedial learning or shortcuts for advanced learners.

Phrase Matching - Set up

D add content

| | | |
|--------------|----------------------|-----------------------------------|
| instructions | <input type="text"/> | |
| matches | | |
| word/phrase | <input type="text"/> | text <input type="text"/> |
| word/phrase | <input type="text"/> | text <input type="text"/> |
| word/phrase | <input type="text"/> | text <input type="text"/> |
| word/phrase | <input type="text"/> | text <input type="text"/> |
| word/phrase | <input type="text"/> | text <input type="text"/> |
| distractors | | |
| distractor 1 | <input type="text"/> | distractor 4 <input type="text"/> |
| distractor 2 | <input type="text"/> | distractor 5 <input type="text"/> |
| distractor 3 | <input type="text"/> | |

E add feedback for your students

| | | |
|---------|----------------------|---|
| correct | <input type="text"/> | correct audio feedback <input type="text"/> |
|---------|----------------------|---|

Annotations:

- Add the question or instructions here.
- Place the sentence in this text box.
- Place the matching word or phrase for the sentence here.
- This area can be used to add additional words, phrases, or distractors.
- Text placed here will appear as feedback for a correctly answered question.

What's Wrong - Set up

D add content

instructions

add media

title

draw target(s) by clicking and dragging on the image with your mouse

media location

move your mouse over this area to add media

E add feedback for your students

correct

go to:

Place the instructions here.
E.g. "Identify the safety issues in this picture..."

Identify the "correct" or "incorrect" area(s) of the image by clicking and dragging a target box on each one.

Text placed here will appear as feedback for a correctly answered question.
Tip: Don't forget to use the branching options for increased engagement.

Look Screen (Matching images to a sound) - Set up

D add content

instructions

phrase

audio

graphic 1 ☐ correct

graphic 2 ☐ correct

graphic 3 ☐ correct

graphic 4 ☐ correct

E add feedback for your students

correct

go to:

correct audio feedback

Text placed here will appear on the screen for the learner. The written scripts of the sound clip (if it is a phrase) should go here. Ideal for language instruction.

Used to upload the audio clip to the screen.

Used to distinguish the correct image on the screen.

Text placed here will appear as feedback for a correctly answered question.

Hear Screen (Matching sounds to an image)- Set up

D add content

instructions

correct ☐

audio

add

library


correct ☐

audio

add

library

graphic



add

library

edit

correct ☐

audio

add

library

correct ☐

audio

add

library

Place a checkmark in the box to identify the correct audio clip.

E add feedback for your students

correct

go to:

select screen

correct audio feedback

Text placed here will appear as feedback for a correctly answered question.

Talk Screen (Match your own recording to a sound)- Set up

C personalize your assessment screen

screen name


New Assessment Screen

description

☐ share this screen in your library

☒ self assessment


☐ scored (one attempt only)



D add content

instructions

graphic



add

library

edit

audio

add

library

clear

Phrase

Place a pre-recorded sound and an image on this page and let the learner try to repeat the sound by recording and playing it back.

Used to add an audio clip to the screen that the learner must try to successfully repeat.

Order the Images (Images and labels will be scrambled) - Set up

The screenshot shows the 'add content' section of a software interface. At the top, there is an 'instructions' box. Below it is a grid of eight placeholder cards, labeled 'graphic 1' through 'graphic 8'. Each card contains a red-outlined rectangle with the text 'image location' in the center, and two buttons labeled 'add' and 'library' at the bottom. Three callout boxes provide additional information: one points to the instructions box, another points to the 'image location' text on 'graphic 4', and a third points to the 'add' button on 'graphic 4'.

D add content

instructions

graphic 1

image location

add

library

graphic 2

image location

add

library

graphic 3

image location

add

library

graphic 4

image location

add

library

graphic 5

image location

add

library

graphic 6

image location

add

library

graphic 7

image location

add

library

graphic 8

image location

add

library

Text placed here will appear on the screen for the learner.

Image is uploaded here.

Correct label/answer is added directly below the applicable image. Learners must drag and drop the correct label(s) to the image(s).

Advanced screen types

Currently there is no iPad compatible version of these screens. The option will be available in the future.



Slide Show: Create a slide show by uploading images, video and text to a series of screens that can tell a story.



Slide Show w/jump: Create a slide show by uploading images and adding text to a series of screens that auto-play. Include up to 4 options to "jump" the learner to other screens in the course. Useful in scenarios.



Image Rollover: Make a text box appear when a learner rolls over an image. Used to reduce screens that are heavy in text.



Image Rollover w/jump: Make a text box appear when a learner rolls over an image. Include up to 4 options to "jump" the learner to other screens in the course.



Target Rollover: Make a text box appear when a learner rolls over a specific part of the image on the screen. Can also be used with a composite image to create menus, etc.



Target Rollover w/jump: Make a text box appear when a learner rolls over a specific part of the image on the screen. Include up to 4 options to "jump" the learner to other screens in the course.



Animated List: Text appears on screen one line item at a time with adjustable timings.



Animated List w/jump: Text appears on screen one line item at a time with adjustable timings. Include up to 4 options to "jump" the learner to other screens in the course. iPad compatible.

Slideshow Screen - Set up

The screenshot displays the 'Slideshow Screen - Set up' interface. At the top left, a thumbnail for 'slide 1' shows a 'media location' placeholder. Below this, 'insert' and 'delete' buttons are visible. A callout points to the 'insert' button, stating: 'To add an additional slide, click the "insert" button. You can add as many as you wish and each one can be edited separately.'

The main editing area is titled 'edit and add content to slide 1'. It is divided into two sections: 'media' and 'text'. The 'media' section includes a 'title' field, a large 'media location' placeholder with green arrows indicating where to click, and 'add' and 'library' buttons. A callout points to the 'media location' placeholder, stating: 'Upload an image, video or animations for this slide from your computer, or the library.'

Below the 'media' section are three input fields: 'caption', 'image position' (set to 'centered'), and 'time (seconds)'. A callout points to the 'time (seconds)' field, stating: 'Can be used to set how many seconds this particular slide displays before transitioning to the next slide image. (This will over-ride the default)'. The 'text' section on the right features a rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.) and a large text area. A callout points to the text area, stating: 'Add any web compatible information to accompany the slide media.'

Image Rollover Screen - Set up

The screenshot shows the 'image rollover' setup interface. At the top, there's a section labeled 'slide 1' containing a placeholder box with the text 'media location'. Below this, there are 'insert' and 'delete' buttons. A callout points to the 'insert' button, stating: 'To add an additional rollover image, click the "insert" button.'

Below the 'insert/delete' buttons is a section titled 'edit and add content to slide 1'. It has two tabs: 'media' and 'text'. The 'media' tab is active, showing a larger placeholder box with 'media location' text and green arrows indicating where the image will appear. Below this are 'add' and 'library' buttons. A callout points to these buttons, stating: 'Upload an image for this rollover from your computer, or the library.'

The 'text' tab is also visible, showing a text input area with a rich text editor toolbar. A callout points to this area, stating: 'The text will appear when the learner rolls their mouse over the image.'

At the bottom of the interface is a 'save slide' button.

Target Rollover Screen - Set up

The screenshot shows the 'Target Rollover Screen - Set up' interface. It features a central workspace with the text 'media location' in blue. A large orange rectangle is drawn around this text, with green arrows pointing from the corners of the rectangle towards the center. To the left of the workspace is a panel titled 'add and select target(s)' containing a list with 'target 1: New Slide' and 'add' and 'delete' buttons. To the right is a panel titled 'add text to explain target(s)' with a 'title' field, a rich text editor toolbar, and a text area. At the bottom right, there is a status bar showing 'Words: 0 Characters: 0'. Five callout boxes with arrows point to specific elements: 1. 'Add an image from your computer or from the library.' points to the 'add' and 'library' buttons in the 'add media' section. 2. 'Identify the "target" area of the image by clicking and dragging a target box on it.' points to the orange target box. 3. 'Use this field to add a title for the target rollover text.' points to the 'title' field. 4. 'This text will appear when the learner rolls their mouse over the target on the image.' points to the text editor area. 5. 'Click "add" to add another target box to the image.' points to the 'add' button in the 'add and select target(s)' panel.

add media
title

draw target(s) by clicking and dragging on the image with your mouse

media location

add and select target(s)
target 1: New Slide

add text to explain target(s)
title
[Rich Text Editor]
Words: 0 Characters: 0

Callouts:
1. Add an image from your computer or from the library.
2. Identify the "target" area of the image by clicking and dragging a target box on it.
3. Use this field to add a title for the target rollover text.
4. This text will appear when the learner rolls their mouse over the target on the image.
5. Click "add" to add another target box to the image.

Animated List Screen - Set up


The screenshot shows the 'animated list' screen setup interface. It is divided into two main sections: 'add and list items(s)' on the left and 'enter list item text' on the right.

add and list items(s) section:

- A list box contains 'list item 1'.
- Below the list box are 'add' and 'delete' buttons.
- A callout points to the 'add' button: "Click 'add' to add another bullet to the list."

enter list item text section:

- A rich text editor toolbar is at the top.
- A text input area is below the toolbar.
- A callout points to the text input area: "This text will appear as an animated bullet."
- Below the text input area is a 'Words: 0 Characters: 0' counter.
- Below the counter is a 'time (seconds)' label and an input field.
- A callout points to the 'time (seconds)' input field: "Can be used to set how many seconds this animated bullet will display before the next bullet appears."
- At the bottom center is a 'save slide' button.

 **Tip:** If you want to add narration to an advanced screen and have it timed to the rollover or slide, you will need to upload the audio files individually to each item. The main narration in section E of the screen is for the entire screen.

Scenarios


The ingredient that is common to both successful games and successful online scenarios is, to quote the noted game designer Sid Meier, *“A series of interesting choices”*.

Udutu's scenario templates make it easy to create immersive scenarios, case-studies, and simulations without expensive programming or technical assistance. Depending on the choices the learner makes, the path may lead him/her to:

- The next exercise if he/she answers successfully.
- A remedial screen if his/her answer was partially correct or incorrect.
- An additional module if he/she requires further instruction.

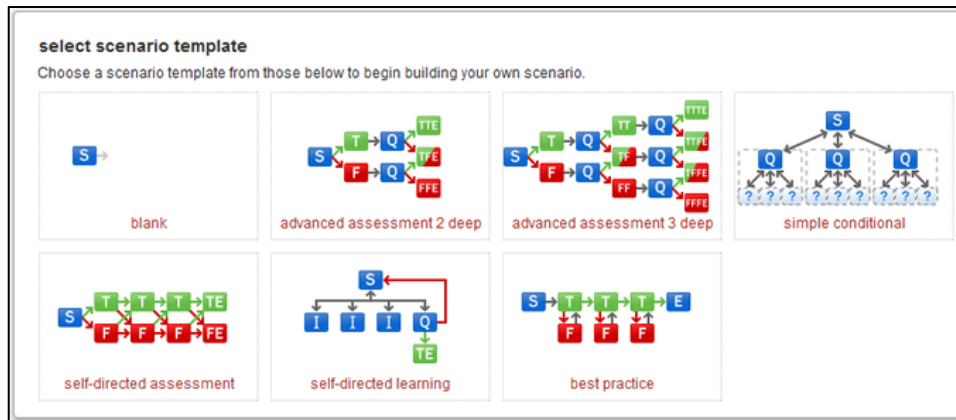
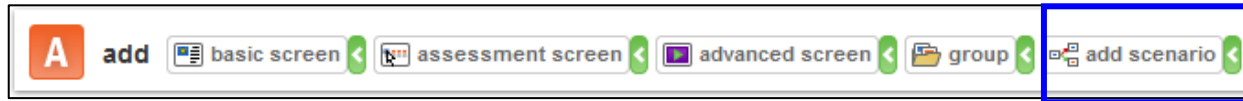
Scenario Template Types

- **Blank:** This blank template allows you to "start from scratch" and add your own screens.
- **Advanced Assessments:** Each choice the learner makes can lead to various levels of success or failure and can compound to a variety of outcomes.
- **Simple Conditioning:** The learner can be presented with alternate scenarios, branching off of their responses to the initial situation.
- **Self-directed Assessment:** The learner is allowed to select an incorrect choice. Learner is left to discover at the end of the scenario that they've made the wrong decisions or taken the "wrong" pathway.
- **Self-directed Learning:** The assessment is presented at the outset and allows those who feel they know the answer to challenge it, while giving others the option to explore additional learning resources first. If the learner fails the assessment they are redirected back to the additional resources.
- **Best Practice:** Bad choices are immediately corrected and the learner is put back onto the “best” pathway.

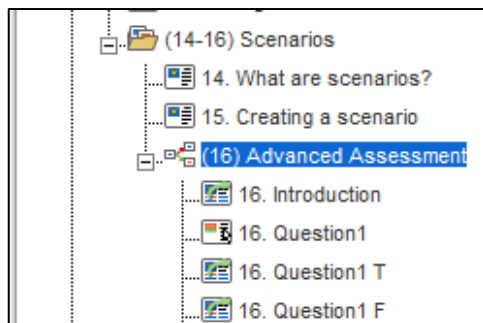
 **Tip:** All scenario templates are pre-populated with screens to help you get started. Screens may be added, deleted or re-arranged in every template type. If you would prefer to "start from scratch", choose the blank template.

Adding a Scenario

1. To add a scenario, click the "add scenario" button at the top of the screen.

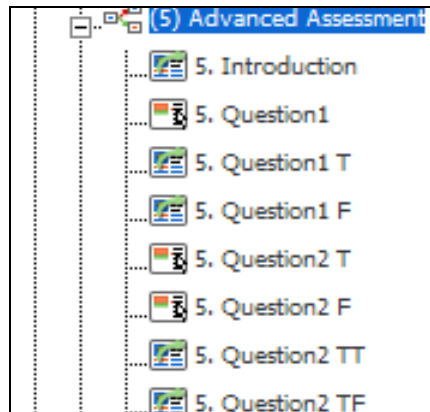


2. Then select a scenario template by clicking on the appropriate template image.



The scenario template will appear in the course outline. Expanding the scenario folder will reveal all of the screens that are included within the scenario template.

Modifying a Scenario Template

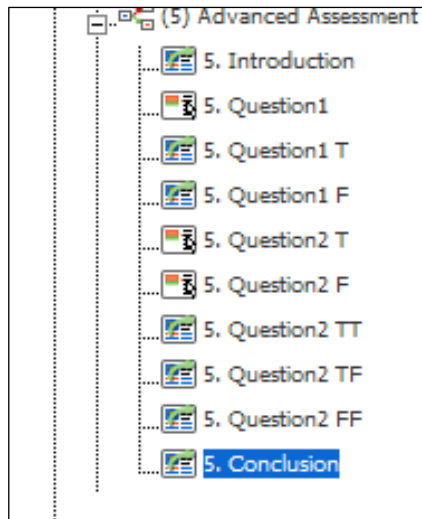


group name

- ☐ share this container in your library
- ☐ this module is a resource (its screens can only be navigated to with Jump Tos)
- ☒ disable navigation when in this group or scenario
- ☒ remember location when user leaves scenario

The "Back" and "Next" navigation buttons are disabled by default in scenarios and "Jump to's" are used to move the learner through the scenario.

Uduku automatically bookmarks the course so the learner will see the same screen they left off on when they re-visit the course.

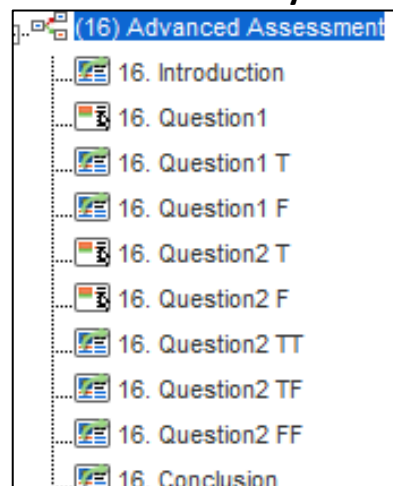


screen name

- ☒ if user visits this screen, the group it is in will be 'completed'
- ☐ share this screen in your library
- ☐ scored ☒ self assessment

Always set the last screen of your scenario to "if user visits this screen, the group it is in will be "completed". (In scenarios, the learner makes choices and therefore is not required to view every screen.)

Here is a screen by screen example of how to modify the 'Advanced 2 deep" Scenario Template:



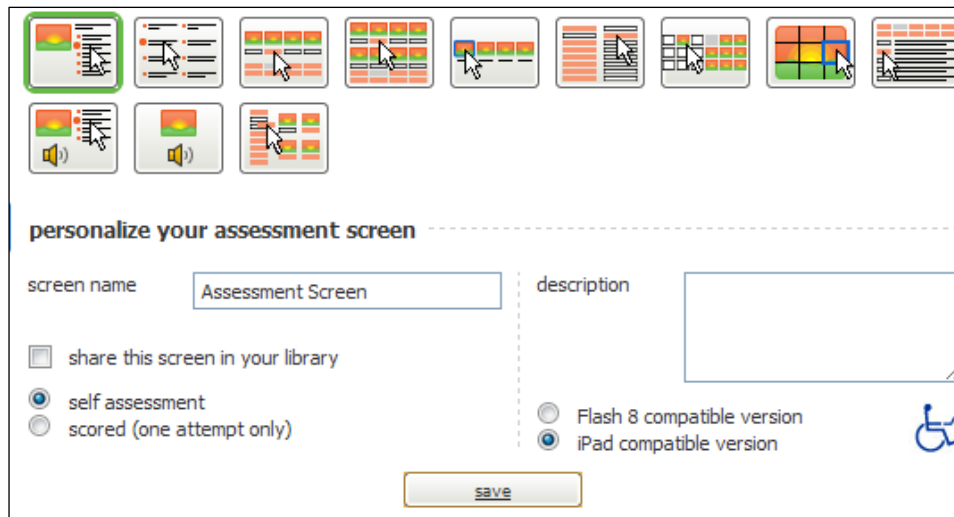
- **Introduction:** Present the learner with a situation or story.
- **Question 1:** Ask a question based on the situation or story and provide several choices. Set the correct answer to jump the learner to Question 1T. Set the incorrect and/or partially correct answers to jump the learner to Question 1F.
- **Question 1T:** This is the screen a learner jumps to when they've chosen the correct answer. Don't forget to congratulate the learner for selecting the correct response. Set up a jump to labelled "Continue" and have the learner jump to Question 2T.
- **Question 1F:** This is the screen a learner jumps to when they've chosen an incorrect or partially correct answer. Don't forget to provide remedial feedback for your learner to explain the correct response. Set up a jump to labelled "Continue" and

have the learner jump to Question 2F.

- **Question 2T:** Pose a second question related to the situation here. Set the correct answer to jump the learner to Question 2TT. Set incorrect or partially correct answers to jump the learner to Question 2TF.
- **Question 2F:** Pose a second question related to situation (and the fact that they answered the first question wrong) here. Set the correct answer to jump the learner to Question 2TF. Set incorrect or partially correct answers to jump the learner to Question 2FF.
- **Question 2TT:** This is the screen a learner jumps to when they've answered both questions correctly. Set up a jump to labelled "Continue" and have the learner jump to the conclusion.
- **Question 2TF:** This is the screen a learner jumps to when they've answered one question correctly and one question partially correct or incorrectly. Set up a jump to labelled "Continue" and have the learner jump to the conclusion.
- **Question 2FF:** This is the screen a learner jumps to when they've answered both questions partially correct or incorrectly. Set up a jump to labelled "Continue" and have the learner jump to the conclusion.
- **Conclusion:** Set this screen to "if user visits this screen, the group it is in will be completed".

iPad compatible screens

All of the Basic screens are iPad compatible (HTML5). Assessment screens are not automatically iPad compatible. In order for an assessment screen to display properly on an iPad, the screen must be set to "iPad Compatible version".



personalize your assessment screen

screen name

description


☐ share this screen in your library


☒ self assessment

☐ scored (one attempt only)

☐ Flash 8 compatible version

☒ iPad compatible version

 **Tip:** HTML5 assessments will only work in browsers that support HTML5. Currently only Chrome and Safari support HTML5.

 **Tip:** If some of your learners will be accessing your course on a computer and some on iPad **and** the course contains assessment screens, you will need to have 2 different versions of the course. Copy your course and create a second version that is iPad compatible for those learners.


Importing PowerPoint

To add a PowerPoint to your course, click the "Import Powerpoint" button at the top of the screen.



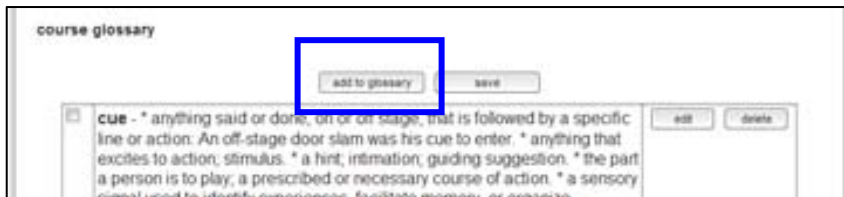
- 1) Fill out the title and description.
- 2) Click "Choose File" to browse your computer for the PowerPoint presentation.
- 3) Then click "Save"

A form titled 'add content' with two input fields: 'title' and 'description'. Below the 'description' field is a checkbox labeled 'Autoplay Video (if applicable)' which is checked. Below the checkbox is the text 'Select File to Upload:'. To the left of this text is a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are two buttons: 'save' and 'cancel'.

 **Tip:** PowerPoint files should be free of animations or embedded sound files. Changes cannot be made to the PowerPoint slides once they have been imported. Re-creating the PowerPoint slides in the course authoring tool using basic screens is recommended.

Adding A Glossary


You can add a glossary of terms to your course by clicking on the "edit glossary" button at the top of the authoring screen.

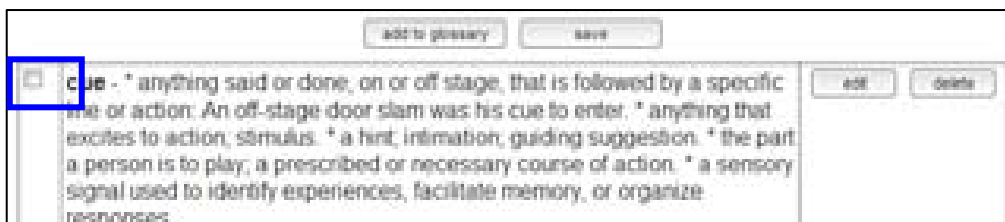


- 1) Add a new term to the glossary by clicking the "Add to Glossary" button.

A screenshot of the 'Add GlossaryItem' dialog box. It has a title bar 'Add GlossaryItem'. Inside, there are three input fields: 'phrase' (a single-line text box), 'definition' (a multi-line text box), and 'acronym' (a single-line text box). Below the 'acronym' field is a note: 'note: this field is optional'. There is an 'insert resource link' button between the 'definition' and 'acronym' fields. At the bottom are 'save' and 'cancel' buttons.

- 2) Add your new term and the term's definition.

 **Tip:** You can also insert a link here to jump the user to another screen (resource page) for this particular term.



- 3) Place a checkmark in the box on the left-hand side of each term you would like to include in the glossary for this course. (Your glossary is universal across your whole account, so it will contain all the terms you have added to every course in your account.)

Managing The Library

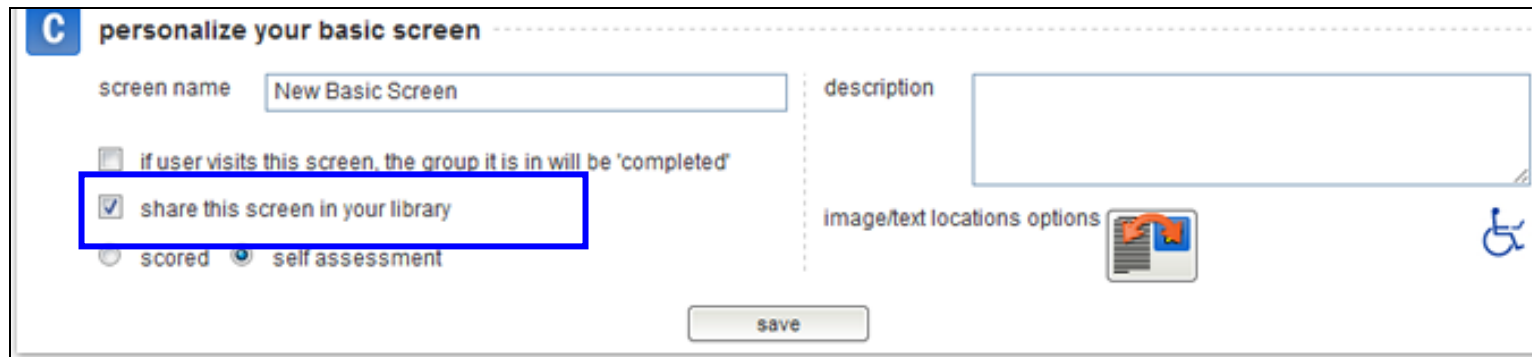
Saving media and text from your course to the Library

The tool automatically saves your text entries and every image and video that you upload in the library. These can be retrieved and added to any course or screen in your account using the "library" button found in the media and content areas of the course authoring page.



Saving a screen, a folder or an entire course to your library

1. Click on the appropriate screen, folder or course folder within the course outline.
2. On the authoring page, add a checkmark to "share this container in your library".
3. Then click "save".



C personalize your basic screen


screen name


description

☐ if user visits this screen, the group it is in will be 'completed'

☒ share this screen in your library

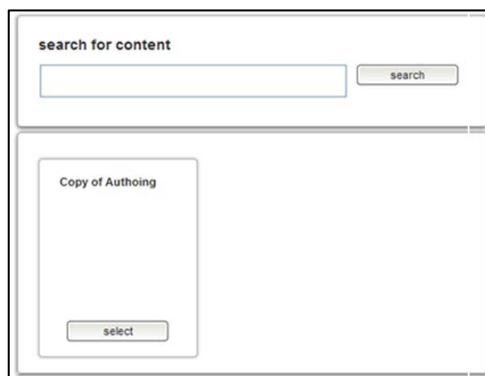
☐ scored ☒ self assessment

image/text locations options 



Adding a screen, folder, scenario or PowerPoint from the library to your course

- 1) Hover your mouse over the green arrow beside the appropriate item to access the library.



search for content

Copy of Authoring

- 2) Then select the appropriate screen, folder, scenario or PowerPoint from the list to add it to your course.

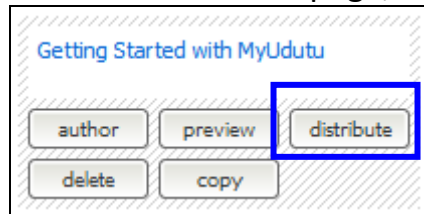
The Library Tab

The library tab is located at the top of your screen. Here you can search for items in your library, delete unused items from your library or add content.

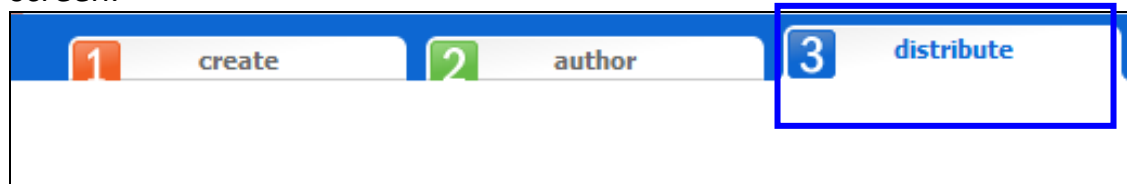


The Distribute Tab





From the Welcome page, click the "distribute" button directly beneath the applicable course.





Or, from the authoring page of the course, click on the "Distribute" tab found on the top right-hand side of the screen.




Course Distribution Options:

| OPTION |  | publish and host your course |
|----------|---|--|
| A | | |
| |  | preview (watermarked) course This allows you to have a free preview of the course in its current state, as a learner would see it, but with a watermark. This option allows you to share your course with various end users, stakeholders, and testers to view how the course will look when it is in a live hosted setting. |
| | | <input type="button" value="publish preview"/> |
| |  | publish live (No watermark, requires Guru membership) Unlimited access to your live course on our server simply by clicking the "publish live" button below. Sign up for a Guru membership or contact Udutu to add more live hosting screens. |
| | | <input type="button" value="publish live"/> |
| |  | publish to Facebook™ (No watermark) Need to track and manage your training? We've made Facebook™, into a powerful learning management system while retaining all the rich communication and scheduling tools that it already offers! |

| OPTION |  | extract your course for free! |
|----------|---|--|
| B | | |
| |  | create a .zip file of your course (No watermark) There's no catch! Extract your course for free and publish it yourself from your own web server, LMS, LCMS, CMS or simply from your PC. Distribute by CD ROM, memory stick or any other storage device. Archive your course for your records and upload back up into myUdutu any time you want to change the course. All for Free!! |
| | | You will get a confirmation message once your course has been extracted. |
| | | <input type="button" value="extract"/> |

- **Preview (watermarked) course:** Allows you to preview and share a (watermarked) link to your course to stakeholders during development.
 - **Publish live (No watermark, requires [Guru membership](#)):** Publish up to 200 screens (this can be one or more courses) and distribute your course through the [Udutu LMS](#). All Guru members receive 50 free learner credits. More can be purchased for \$5 per learner.
 - **Publish to Facebook™:** Allows you to distribute your course *plus* manage and track your learners at no cost!
 - **Create a .zip file of your course:** Extract your course for free and publish it from your own web server, LMS, LCMS, CMS or simply from your PC. Distribute by CD ROM, memory stick or any other storage device.
- 💡 **Tip:** You must retain all the files in order to view the course.

Publishing a link to a watermarked course

**preview (watermarked) course**


This allows you to have a free preview of the course in its current state, as a learner would see it, but with a watermark. This option allows you to share your course with various end users, stakeholders, and testers to view how the course will look when it is in a live hosted setting.

publish preview


URL <http://publish.myudutu.com/published/launcheval/35528/Course68985/Launch.html>
publish date **6/29/2012**

remove

1. To create a watermarked link to your course, click the "publish preview" button.
2. The link to your course will appear below the "publish preview" button.

 **Tip:** The course link can be distributed by copying and pasting it into an email or document.

Publishing a link to a live course

**publish live (No watermark, requires Guru membership)**


Unlimited access to your live course on our server simply by clicking the "publish live" button below.
Sign up for a **Guru membership** or contact **Udutu** to add more live hosting screens

publish live

URL <http://publish.myudutu.com/published/launcheval/35528/Course68985/Launch.html>
publish date **6/29/2012**

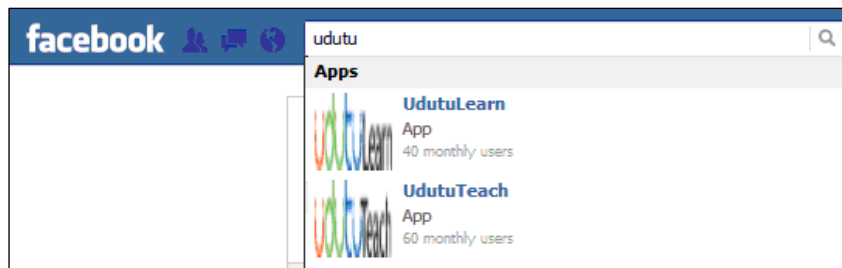
remove

1. To create a watermarked link to your course, click the "publish preview" button.
2. The link to your course will appear below the "publish preview" button.

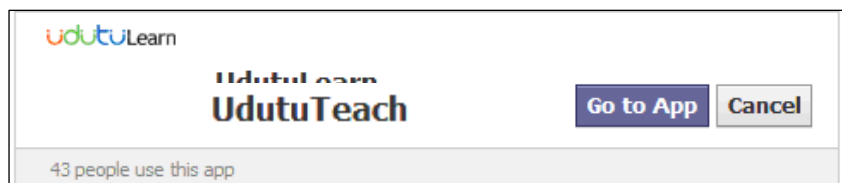
 **Tip:** The course link can be distributed by copying and pasted it into an email or document.

Publishing to Facebook

The first step is to add the [UdutuTeach](#) and [UdutuLearn](#) applications to your Facebook™ account.



1. Log onto your Facebook account and begin by typing "Udutu" into the search field at the top of the home screen.
2. Select the application "UdutuTeach" or "UdutuLearn".



3. Click "Go to App".

Adding a course to UdutuTeach




4. Click "Add Course".
 - **Preferences:** TBD
 - **Add UdutuLearn:** Add or access the UdutuLearn app.
 - **Manage Credits:** View available learner credits and/or purchase more.
 - **Invite Friends:** Invite your friends to try out the UdutuTeach app.
 - **Help:** How to get started
 - **UdutuTeach Primer:** View an overview of UdutuTeach.
 - **UdutuLearn Primer:** View an overview of UdutuLearn.

Click "Launch Udu" to publish the course directly from your Udu account.

Click "Choose file" to browse your computer for the course zip file.

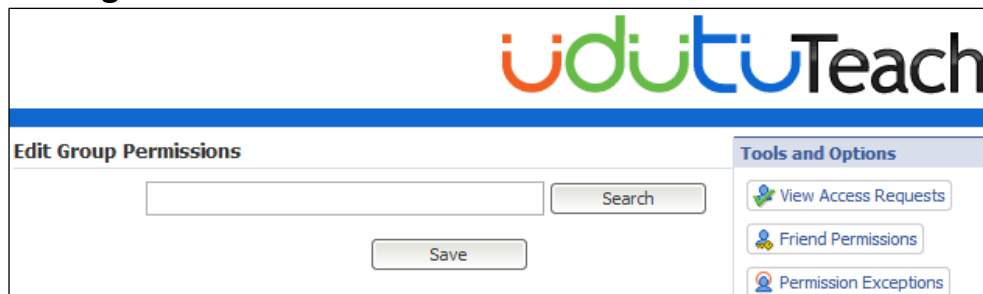
Course settings

- **Preview:** View the course as a learner.
- **Edit:** Change title/description, number of allowable attempts, passing grade. Set up pre-requisites and access codes.

 **Tip:** Using an access code allows you to control who has access to the course. The code can be sent to the learner via private message or even directly through email. Without the code, even learners who have permission to the course cannot access it.

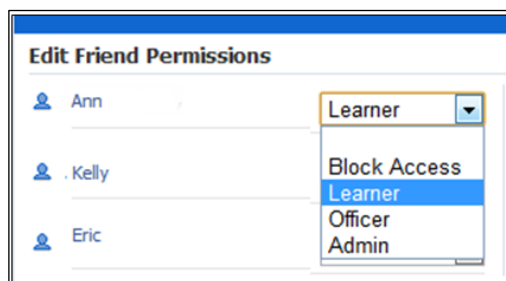
- **Permissions:** Set up access (enrolments) for a user or group.
- **Discussions:** Post comments, instructions, or provide links to group discussions.
- **Reports:** Displays learners name, start date, end date, status of course activity (complete/incomplete, pass/fail, score). Report can be exported to a variety of formats such as MS Word or Excel.
- **Delete:** Deletes the course from your account.
- **Stop Billing:** Suspends new learners from accessing this course.

Adding a learner to a course



The screenshot shows the 'Edit Group Permissions' page in the UduTeach system. At the top is the UduTeach logo. Below it, the page title 'Edit Group Permissions' is displayed. There is a search bar with a 'Search' button and a 'Save' button. On the right side, there is a 'Tools and Options' panel with three buttons: 'View Access Requests', 'Friend Permissions', and 'Permission Exceptions'.

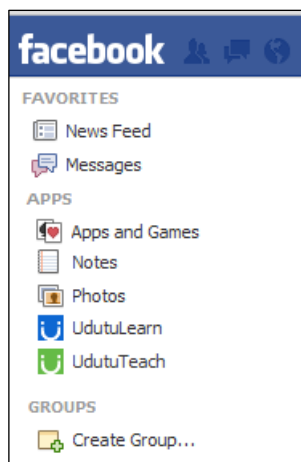
1. Click on the "Permissions" button under the applicable course.
2. Then click on "Friend permissions".



The screenshot shows the 'Edit Friend Permissions' page. It lists three users: Ann, Kelly, and Eric. Next to each name is a dropdown menu. The dropdown menu for Ann is open, showing four options: 'Learner' (which is highlighted), 'Block Access', 'Officer', and 'Admin'.


3. For each learner you wish to enrol, select "Learner" from the dropdown menu beside each name.
4. Click "Save".

Adding a group of learners to a course

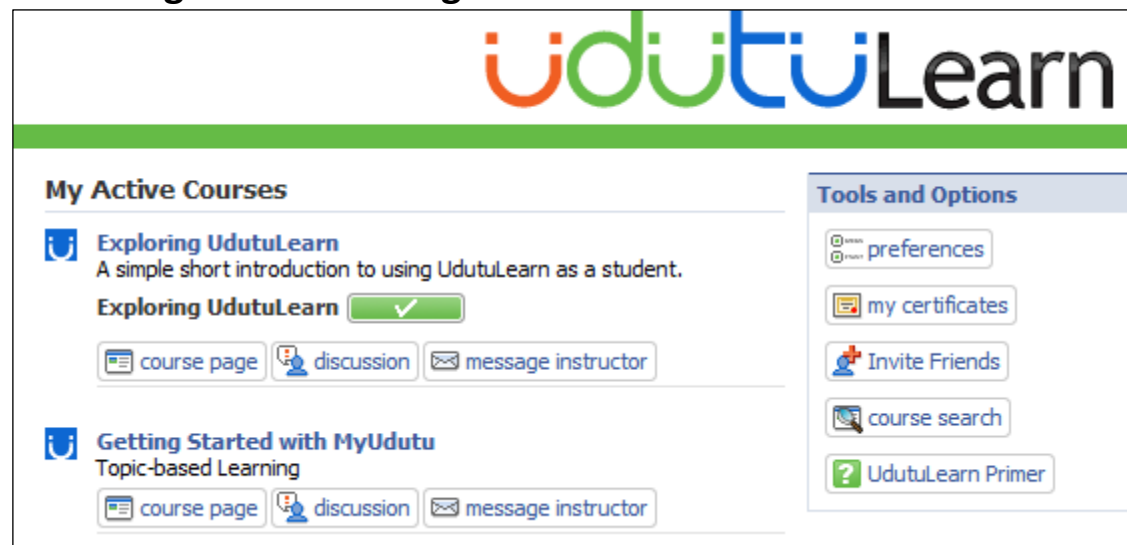


Groups can be created in Facebook to organize your friends. Once the group is created, you can give the entire group **Learner** permission to your course.

1. Under your Applications list, click on "Create Group..."
2. Once the creation form is filled out, Facebook™ will allow you to invite learners to your new Group.

 **Tip:** Using Facebook™ Groups allows you to take advantage of discussion forums. This allows you to post comments, reference material, and community and course announcements while allowing your learners to engage in the discussion topics as well.

Accessing Courses through UduLearn

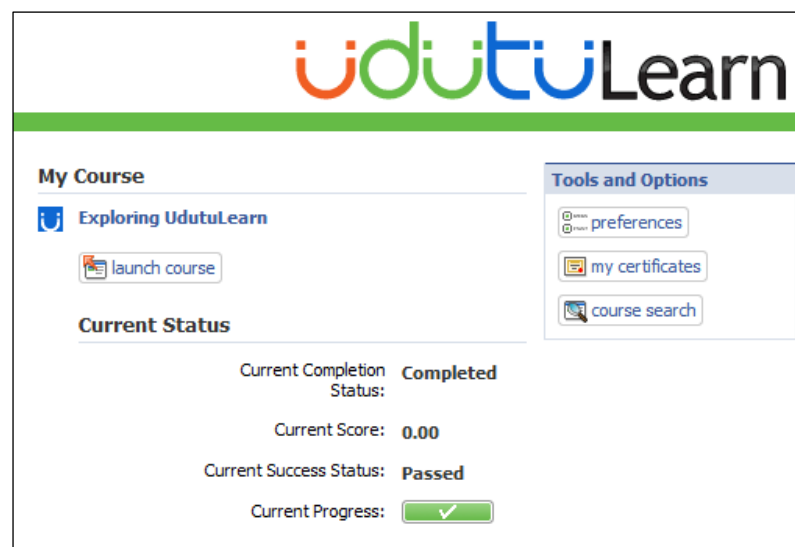


Once you have installed UduLearn, an icon for it will be listed under the "Apps" section of your Facebook™ home page.

If you have been enrolled into a course, it will be listed on this page.

To search for a course, click on the button "Course Search".

1. Click on the "course page" button to launch the course.



This screen will display general information about the status of your course (completed or not, and score).

2. To start your course, click the button "Launch course".

Group Discussions


If you don't have the **Facebook™ Groups** application on your profile, search for "Groups". Discussions can be found directly on the Facebook™ page for that group.

Importing A Course

The import feature can be used to load a Udutu course into your account.

The screenshot shows the myUdutu web application interface. At the top, there is a header with the myUdutu logo and a navigation bar with tabs for 'Workspace', 'Library', and 'Administration'. Below the header, the main content area is divided into three sections, each labeled 'OPTION' with a large letter in a colored box. The first section, 'OPTION A', is titled 'start a new course' and contains a text input field for 'Your course name' and a 'create new course' button. The second section, 'OPTION B', is titled 'select an existing course' and contains a 'Getting Started with MyUdutu' link and a set of buttons: 'author', 'preview', 'distribute', 'delete', and 'copy'. The third section, 'OPTION C', is titled 'import an extracted course or restore an archived course' and contains a text input field for 'Import a course zip previously extracted from myUdutu or restore an archived course.' and an 'import course' button. The 'import course' button is highlighted with a blue rectangular box. The footer of the page includes the text 'myUdutu © 2006-2009'.

- 1) Click on the "import" button in Option "C" on the Welcome page.
- 2) Browse for the appropriate zip file in your computer.
- 3) Then click the "Import" button.
- 4) Once the import process is complete, your course will appear in the list of existing courses (Option B).

 **Tip:** You can only import Udutu courses.

The Administration Tab

The administration tab is located at the top of your screen. It contains several sub-tabs:



Membership:

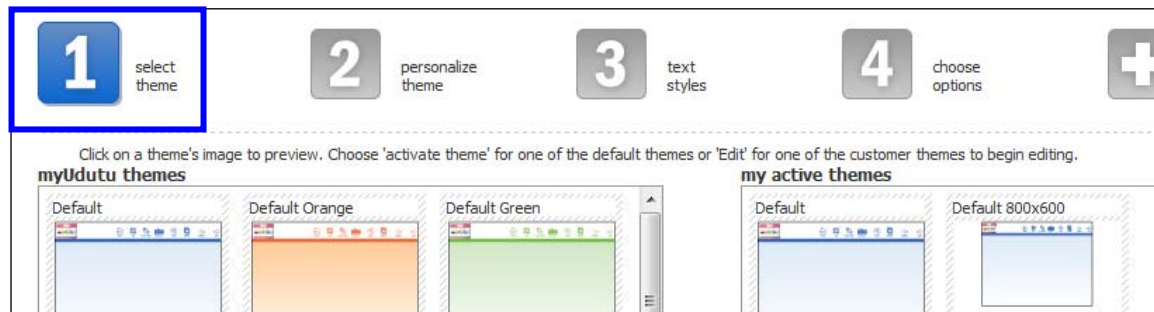
The membership page displays information on the various Guru Membership package offerings. Subscribing to a Guru membership package entitles you to added features such as:

- New customizable themes
- 200 hosted screens on our servers
- Tools to track your learner's results
- Discounts to our partners such as ELearning Brothers and iSpring.
- Access to the Udu LMS
- 50 free learner credits in the LMS

Theme builder

Allows you to customize the look of your course (background, buttons, text size etc.)

Select Theme



- Select a theme by clicking the "Activate" button.
- Then click the "edit" button on the theme you would like to customize.

Personalize Theme



- Add a name for your theme.
- Add copyright information.
- To add a logo, click "Choose file" and browse your computer for the image.
- Logo should not exceed 80 pixels in height.

Text styles

Customize the text in almost every section of your course . These settings become the default setting for every screen in your course.

currently editing Default

1 select theme

2 personalize theme

3 text styles

4 choose options

+ optional: advanced

basic screen text styles

Info Bar Style

B *U* U font Color: #FFFFFF Background Color: #0D67D2 font family: Arial, sans-serif font size: 11px

Caption Style

B *U* U font Color: #333333 Background Color: Transparent font family: Arial, sans-serif font size: 11px

Text Content Style

B *U* U font Color: #333333 Background Color: Transparent font family: Arial, sans-serif font size: 12px

Tip: These settings can always be over-written manually in the text content area on each individual screen.

Choose options

Select which navigation buttons you would like displayed on the screen. Customize the look of these buttons by choosing from the options provided or by uploading your own images.

currently editing Default

1 select theme

2 personalize theme

3 text styles

4 choose options

+ optional: advanced

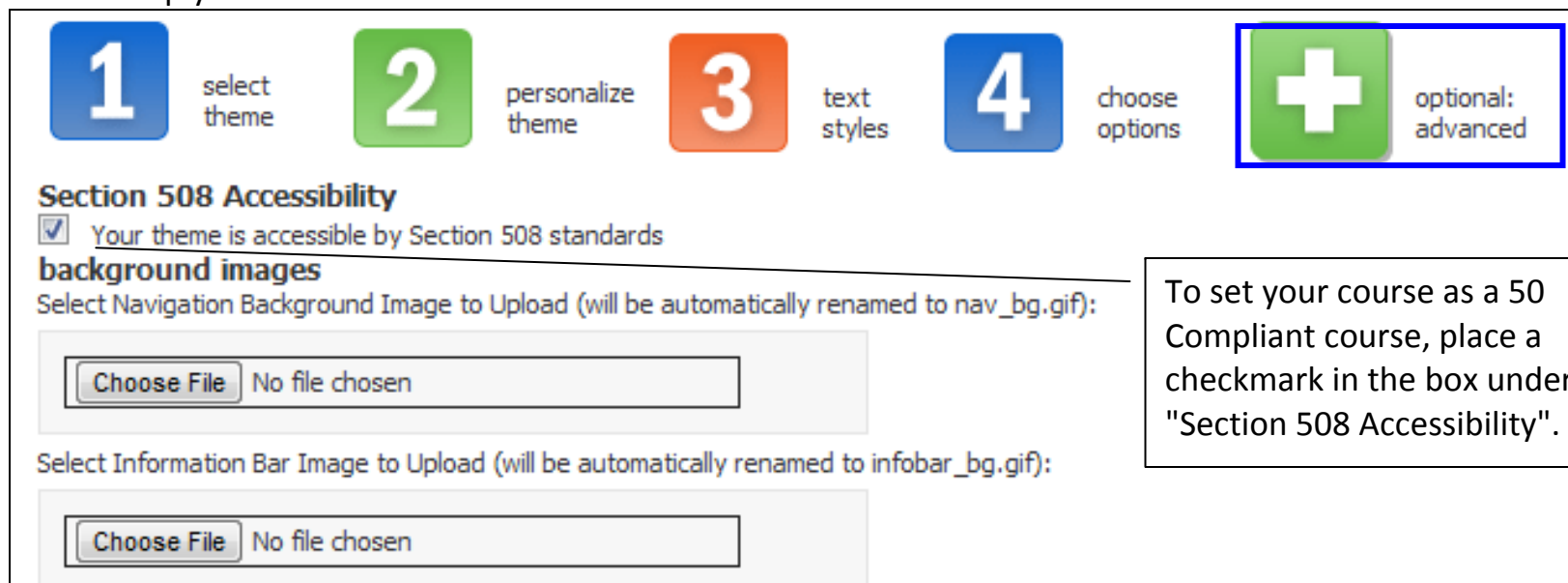
choose buttons

| home | resources | exit | coursemap | glossary | mute | refresh | previous | next |
|----------------|---------------------|----------------|---------------------|--------------------|----------------|-------------------|----------------|----------------|
| normal | normal | normal | normal | normal | normal | normal | normal | normal |
| | | | | | | | | |
| Home highlight | Resources highlight | Exit highlight | Quick Nav highlight | Glossary highlight | Mute highlight | Refresh highlight | Back highlight | Next highlight |
| | | | | | | | | |
| Home disabled | Resources disabled | Exit disabled | Quick Nav disabled | Glossary disabled | Mute disabled | Refresh disabled | Back disabled | Next disabled |
| | | | | | | | | |

Tip: Images should not exceed 80 x 80 pixels

Optional/Advanced customization

Advanced customization allows you to upload new background images for the Navigation bar, Information bar and content body background. Users can further customize the look of their course using CSS. The course can also be set to comply with Section 508 standards.



1 select theme 2 personalize theme 3 text styles 4 choose options 5 optional: advanced

Section 508 Accessibility
☒ Your theme is accessible by Section 508 standards

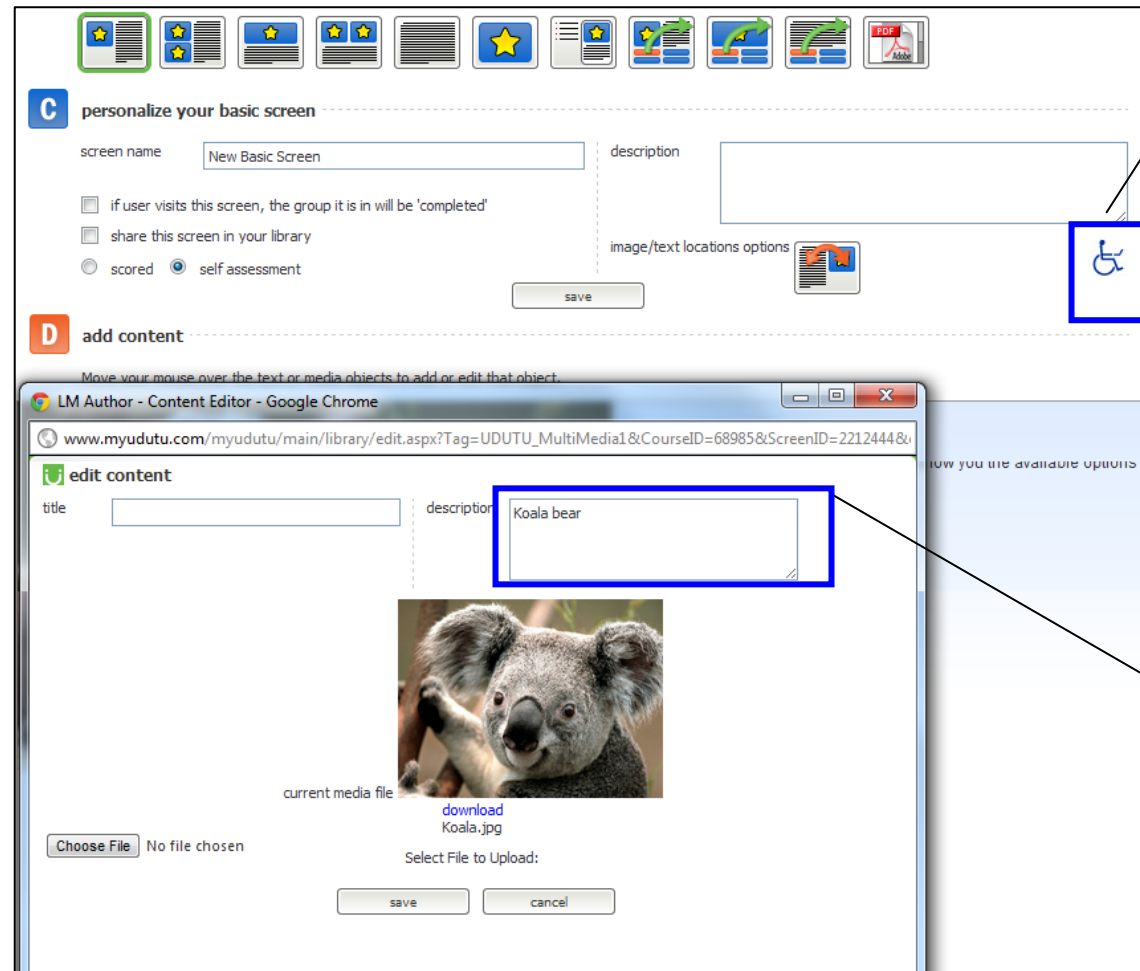
background images
Select Navigation Background Image to Upload (will be automatically renamed to nav_bg.gif):
Choose File No file chosen

Select Information Bar Image to Upload (will be automatically renamed to infobar_bg.gif):
Choose File No file chosen

To set your course as a 50 Compliant course, place a checkmark in the box under "Section 508 Accessibility".

Section 508 Accessibility

When you set a course theme as Section 508 accessible, the screen reader function is enabled.




C personalize your basic screen

screen name: description:

☐ if user visits this screen, the group it is in will be 'completed'

☐ share this screen in your library

☐ scored ☒ self assessment


image/text locations options: 

D add content

Move your mouse over the text or media objects to add or edit that object.

edit content

title: description:



current media file: [download](#) Koala.jpg

No file chosen

Select File to Upload:

All 508 accessible screens include this symbol on the course authoring screen.

It is important that you include a description for all images. When the learner hovers their mouse over the image, the screen reader will read aloud the text that is entered into the image's description field.

Account

Displays your account information. You can delete your account by clicking the "Terminate Account" button at the bottom of the screen.

The screenshot shows the 'Account' page within the 'Administration' tab. The page has a header with 'Library' and 'Administration' tabs, and a sub-header with 'membership', 'theme builder', and 'account' sub-tabs. The 'account' sub-tab is active. The form contains the following fields:

- organization name: Lori's test account
- promotion code: (empty)
- first name: Lori
- last name: Stevenson
- address 1: (empty)
- address 2: (empty)

User Administration

Displays a list of current users with administrative rights. Here you can add users, delete users and reset user passwords.

The screenshot shows the 'User Administration' page within the 'Administration' tab. The page has a header with 'Library' and 'Administration' tabs, and a sub-header with 'theme builder', 'account', 'user administration', and 'authoring history' sub-tabs. The 'user administration' sub-tab is active. The page contains the following elements:

- edit my password button
- Interface Options: ☒ Advanced ☐ Beginner
- add new user button
- add existing user button
- Table with columns: first name, last name, username, Last Logon, and buttons (edit, delete).
- add user button
- add existing user button

| first name | last name | username | Last Logon | |
|------------|-----------|-------------|----------------------|------------------------|
| Lori | Stevenson | lori@udutu. | 2/14/2012 8:18:00 PM | <div>edit delete</div> |

Authoring History

Allows you to review the changes that a particular user has made to the course.



The screenshot shows the 'authoring history' sub-tab of the 'user administration' interface. It features a 'recover orphans' button at the top. Below it, there are input fields for 'choose user' (set to 'Stevenson, Lori'), 'start date' (2/1/2012), and 'end date' (2/15/2012). A dashed line separates these from the 'modification type' (all modification types) and 'content type' (all control types) dropdowns. There is also a 'Search Text' input field and a 'generate report' button at the bottom. The footer indicates 'myUdutu © 2006-2009'.

Recovering orphans (lost screens)

When two users are authoring the same course at the same time, using the same log in credentials, the screen can become "orphaned" or "lost" and seem to disappear from the course.

- 1) To recover your lost screen, click the "recover orphan" button located in the Administration tab, under the Authoring History sub-tab.